

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p>	<p>Code: GCH</p>
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PROFESSIONAL STAFF ORIENTATION

The orientation of professional staff falls under the jurisdiction of the Superintendent, who may elicit the support of other School Division personnel. The orientation process will take place at three levels:

A. School Division Level

Information that is broadly based and applies over all School Division schools and operations will be made available to newly hired staff and substitute teachers as a handout, and/or via an orientation session. Early in the school year the School Division may organize an event for trustees to meet new teachers.

B. School Level

Principals are responsible to ensure that an orientation to the school's operation is available to staff and substitute teachers. This information process may include a school handbook, an informational meeting, school tour, etc.

C. Classrooms

Persons hired as short term substitute teachers shall be provided with appropriate information by the School Division, the school, and the teacher of the class to be managed so that the substitute teacher is knowledgeable of school and class dynamics that will make the substitute's tasks appropriate and successful.