Standard 8 Staff Orientation Procedure

New Teacher Orientation

Below is an outline of the procedure implemented to orient a new teacher; annually the information will be reviewed in order to make improvements:

1. Orientation to computer systems
   a. Assign K-12 email address by P. Billips
   b. Assign Microsoft Access Account
   c. Blackboard
   d. Staff Handbook

2. Personnel
   a. Computer Services
   b. Supply Needs – Faculty Senate Funds
   c. PN Sub Account
   d. General Questions – Thomas Hoffman
      Directory listed in exhibits

3. Student Services
   a. Student Handbook – online and flash drive
   b. Financial Aid Advisor – Seth Workman (Office Room 16)
   c. Health and Medical –Each student is responsible for his/her own medical insurance

4. Curriculum
   a. WVDE Program of Study Skill Sets

5. Classroom
   a. Emergency Exits
   b. Fire Drill Procedures
   c. Crisis Response Plan
   d. Fire Extinguisher usage plan – curriculum

6. Staff Handbook
   a. Each staff is given a handbook.

Lesson Plans, Syllabus, and Attendance Reporting

- Lesson Plans due every week on Monday by 8 am, electronically
- Have a syllabus on hand identifying skills sets to be covered and calendar of theory and clinical instruction.
- Keep log of student absences to be recorded on WVEIS 2.0

Reporting Accidents and Incidents

- Guides used for Emergencies.
- National Lab Safety Inspection Checklist to be submitted electronically.
- Map of Emergency and fire drills escape route and posted beside the classroom door.

Requisitions Procedures

- Get a quote.
- Submit to Administrator for approval.
- Secretary will complete the Purchase order so you can make your order.
- When items are delivered sign the packing slip for item received and give to the secretary.
- Invoice will be processed for payment by the secretary and administrator.
- DO NOT purchase anything until you fill out a requisition and it has been approved and you received a purchase order.

Using Computer and Copy Machine

a. Teachers are provided a laptop and desktop computer.
b. Teachers are permitted to use copiers.
c. Students are permitted to use copiers.

Highlights of the Handbook

1. Employee Contact Information
2. Admission Policy
3. Campus Security
4. Federal School Code
5. Web Page Layout
6. Enrollment Agreement
7. Institutional Contact Information
8. Internet Use Agreement
9. Student Contract
10. MELC Refund Policy
11. Academic Progress
12. Staff and Administration Directory
13. MELC Application
14. Employee Incident Form
15. Student/Non-Employee Incident Form
16. Fundraising Request
17. Fundraiser Profit/Loss
18. Cash Receipts Summary
19. Travel Reimbursement Form (In county and Out of County)
20. Leave Donation Form
21. Sick Leave Form
22. Work Record
23. Grievance Forms
24. Mandated Reporting Form
25. Confidentiality Training
26. Policy and Procedure Training Form
27. Staff Development Guidelines
28. Staff Development Evaluation
29. Staff Development Credit
30. Program Participation Agreement
31. Purchasing Procedures
32. E-School Solutions
33. District Office Extensions
34. School Calendar
35. Required Training Policy
36. Crisis Response Plan
37. Class Schedule