

**PROFESSIONAL STAFF ORIENTATION**

The Superintendent, or his/her designee, will provide for an annual orientation of all professional staff members.

The orientation of returning personnel will focus on the changes which have occurred during the previous year, and the general goals for the coming year.

Orientation of personnel new to the school system may extend over a longer period of time and may provide a broadly based effort to supply information and background details which will improve the new teacher's understanding of the District's framework – including policies of the Board, rules and regulations, and the instructional program.

The building Principal or immediate supervisor shall assign a mentor to every probationary teacher upon entrance of the probationary teacher into the school system. The mentor, insofar as possible, shall be an experienced teacher and shall be engaged in teaching within the same grade, building, or discipline as the probationary teacher. The mentor will assist the probationary teacher in acclimating to the teaching profession and the school system. The mentor shall not be involved in the evaluation of the probationary teacher.

The building Principal or the immediate supervisor shall orient all teachers to formulate evaluation procedures and standards during the first two weeks of their assignment to their respective building or program. Each teacher shall be advised as to who shall observe and evaluate his/her performance. No formal observations shall take place until such orientation has been completed.

All employees will also receive orientation in school safety procedures and crisis management. The Superintendent or designee will be responsible for providing the orientation.

**Statutory Reference:**

RSA 189:13-a

**Adopted:** DATE: October 6, 1986, November 9, 2010  
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**Cancellation:**