

SUPPORT STAFF ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new District employees and volunteers. Those new staff members not present at the orientation/training will be given a program of the same or similar content on or immediately after employment by their immediate supervisor. All staff are required to participate in the underlined training annually per statute. At a minimum, the orientation and training will may cover the following items and will include all statutorily required training as determined by the Superintendent:

- Goals, objectives, and programs of the District.
- Personnel policies.
- Terms of employment.
- General disciplinary rules and procedures.
- Bullying prevention and reporting.
- Salary and fringe benefit plans.
- Self-improvement opportunities.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.

Adopted: date of manual adoption

LEGAL REF.: 22-35-1 NMSA *et seq.* NMSA
6.11.2.10 NMAC
29 U.S.C. 653
42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.: GBEBB - Staff Conduct with Students
GBGC - Employee Assistance
JICD - Harassment / Bullying / Cyberbullying Prevention
JK - Student Discipline
JLF - Child Abuse / Child Protection
JLI - Student Safety