

## PROFESSIONAL STAFF ORIENTATION AND TRAINING

The Superintendent will establish a program to provide orientation for all new District employees. 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 annual training as underlined 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.
- Disciplinary and conduct rules and procedures.
- Annually, train staff regarding behavioral supports or behavioral management and the use of restraint and seclusion techniques.
- Provide activities that create an awareness among staff of homeless student behaviors and direct them toward strategies and support so that out of school suspension or expulsion would be used only as a last resort.
- 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.
- Child abuse reporting responsibilities.

*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