

SEEM Collaborative
Program Orientation/In-service Review for Newly Hired Personnel

Human Resources is to forward form to program administrators immediately upon the hiring of a new staff person.

Staff Name: _____ **Date of Hire:** _____

The following agenda items must be reviewed with newly hired staff who have been hired after the required orientation/in-service training cycle(s):

Training	Teacher/ Specialist	IA/TA
Civil Rights Responsibilities (Online Its Learning Portal)		
DCF Mandated Reporting (Online Its Learning Portal)		
Conflict of Interest Training (Online Its Learning Portal) Conflict of Interest Summary Form Ethics Training		
Special Education Policies & Procedures (Online Its Learning Portal)		
MCAS & MCAS Alt Participation- Teachers Only (Online Its Learning Portal)		
Human Resources Policies & Procedures / Employee Handbook (Online Its Learning Portal)		
Policies on Student Records, Research & Experimentation (Online Its Learning Portal)		
Transportation Safety (Online Its Learning Portal)		
Executive Order 504 Form (Online Its Learning Portal)		
Educator Evaluation (Online)		
Program Specific Policies & Practices		
Emergency Procedures & Crisis Plan		
Disciplinary and Behavior Management Procedures Reinforcement, level systems, de-escalation strategies Time-out procedures Restraint, removal, escort, run-away procedures Protocol for handling a disrobing student Suspensions & terminations		
Immediate Notification		
Anti-Bullying Policy		
Common Core Curriculum & Program Instruction		
IEPs, Progress Reports, Assessment, Transition Planning		

The newly hired staff person will participate in the next scheduled in-service training as indicated below:

Training	Required	Not Required
CPR		
First Aid		
Medication Administration		
Physical Restraint		
Other: _____		

Orientation/In-service review to occur within 2 weeks of date of hire. Completed form to be returned to Human Resources.

I have reviewed the above policies and procedures with _____.

Signature Site Leader/Program Director

Date

I participated in an orientation/in-service training review with my program administrator or designee and have had any and all questions satisfactorily answered. I understand that it is my responsibility to attend all annual orientation and required trainings.

Staff Signature

Date