

# Williamson County Board of Education



**Adopted Date:**

6/18/01  
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5.107

ORIENTATION

1 In order to orient new professional employees the Superintendent of Schools or designee shall be  
2 responsible for providing each new employee a review of applicable Board Policies and  
3 administrative procedures. Careful discussions shall be conducted regarding employee rights,  
4 freedoms, responsibilities, and constraints; organizational hierarchy; and inter-relationships or  
5 functions.  
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8 At the school level, the Principal shall be responsible for providing each new employee a review  
9 and copies of the school's policies and procedures.  
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11 Orientation sessions shall provide the proper climate and adequate time to encourage two-way  
12 communication. The activities selected shall be applicable and relevant to the local situation and  
13 based on local needs and problems.  
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15 Job expectations and district and school standards shall be fully discussed during orientation.  
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17 Emphasis on school level orientation shall be placed on guaranteeing sufficient time for new  
18 personnel to familiarize themselves with the greater community, attendance area served by the  
19 school, and student backgrounds and needs. The orientation shall include a tour of the school and  
20 the community. Additionally, community traditions, customs, beliefs, expectations, composition,  
21 etc., shall be carefully discussed and assessed.  
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24 There shall be a thorough evaluation of the orientation session by those involved so that they may  
25 be constantly revised and improved.  
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47 Legal References:

48 TCA 49-5-410  
49 RRMS 0520-1-2-.05

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