



## New Staff Orientation Agenda

### Day 1

Time	Location	Topic	Presenter
8:00-9:50	Foreman Center R13	<ul style="list-style-type: none"> <li>❖ Welcome to BOCES!</li> <li>❖ Entering a Responsive and Restorative Organization</li> </ul>	Greta Johnston <i>Program Coordinator, Behavioral Health</i>
10:00-11:20	Foreman Center R13	<ul style="list-style-type: none"> <li>❖ Employee Professional Expectations Overview</li> <li>❖ Sexual Harassment Training</li> <li>❖ Payroll and Benefits Overview</li> </ul>	Dennis Glaser <i>Director of Human Resources</i>  Human Resource Staff
11:30-12:30		Lunch	
12:30- End of Your Workday		<ul style="list-style-type: none"> <li>❖ Paras Only: Classroom Observations</li> <li>❖ All Other New Staff: Return to your placement</li> </ul>	

### Day 2

Time	Location	Topic	Presenter
8:00-9:15	Foreman Center R13	<ul style="list-style-type: none"> <li>❖ School Safety</li> <li>❖ Introduction to TCI</li> <li>❖ Prevention in Emergency Response in K-12 Schools- Altaris &amp; Part 2</li> </ul>	Jim Colt <i>Director of Safety and Security</i>
9:15-10:00	Foreman Center R13	<ul style="list-style-type: none"> <li>❖ DASA</li> <li>❖ Restorative Practices Tier 2/3</li> <li>❖ Assessing Risk</li> <li>❖ How to Help</li> </ul>	Greta Johnston <i>Program Coordinator, Behavioral Health</i>
10:10-10:40		<ul style="list-style-type: none"> <li>❖ Meet your Bargaining Unit</li> </ul>	Union Presidents
10:45-11:45	Foreman Center R13	<ul style="list-style-type: none"> <li>❖ Computer Use Policies</li> <li>❖ Student Data Privacy</li> <li>❖ Office 365 &amp; Technology Access</li> <li>❖ How to access Staff Zone</li> </ul>	Bill Gregory <i>Director of Technology</i>
12:00-12:40		Lunch	
12:40- End of Your Workday	Foreman Center R13	<ul style="list-style-type: none"> <li>❖ New Para Orientation</li> <li>❖ All Other New Staff: Return to your placement</li> </ul>	

### Day 3

Time	Location	Topic	Presenter
8:00-11:00		<ul style="list-style-type: none"> <li>❖ Paras Only: Classroom Observation (Creekside Paras start at 8:45)</li> </ul>	Master Paras
11:00-11:30		Lunch	
11:30-3:00	Foreman Center R13	<ul style="list-style-type: none"> <li>❖ New Para Orientation</li> </ul>	Master Paras