

APPENDIX 2: ORIENTATION PROCESS

Orientation Process

Parents or Guardian

- The orientation for parents and/or guardians will occur on three different dates prior to the start of the school year. An extra orientation will be available the first week of school. After the final orientation session, families will be admitted to the school at the discretion of administration. The parents/guardians of children who do not live within the boundaries of Whittier K-8 or are not an Educational Outreach Program student must attend at least one orientation session before their students attend Whittier K-8.
- The following will be discussed at the orientation: Retention policy, academic and behavioral expectations, school contract and building orientation
- Parents will receive a student handbook, parent contract, and calendar outlining important dates and events at the school. Since the Innovation School status is in its first year, we will distribute these materials periodically throughout the entire year for the purpose of communicating goals and expectations for students, parents, and community members
- These sessions will be strictly for parents, guardians, and Whittier K-8 staff

Staff

- All staff members will be oriented before the end of the 2009 - 2010 school year
- The teacher handbook and Innovation Plan will be available for all staff members to review
- At this time we will plan and clarify questions regarding the Innovation Plan
- New staff members will receive information regarding the Innovation Plan before they are hired and throughout the year

Students

- Student orientation will be maintained throughout the entire school year. The initial communication to students will occur the first week of school. Subsequent meetings will be used to remind students of the school's expectations. Topics covered during these meetings will be based on the assessment of student needs according to students, teachers, and administration
- During the first 3 weeks of school students will sign the commitment and parent agreement contract