

Wednesday, August 18

Vernon Hills High School Cafeteria

7:45 - 8:30 **Check-In and Buffet Breakfast**

8:30 - 9:00 **Welcome**

Dr. David Clough, Superintendent
Ms. Donalee Frounfelter, Union President
Mrs. Jan Foreman, Board President
Mrs. Fran Wohlrab, ESP Representative

9:00 - 9:30 **New Employee Introductions**

9:30 - 10:00 **Break and Group Photos**

Vernon Hills High School Library

10:00 - 12:00 **All Staff Orientation**

Public Relations
Policy, Procedure and Practice
Workplace Harassment
Acceptable Use Policy, Copyright
Child Abuse
Drug & Alcohol Free Workplace
Staff Support
Employee Assistance Program
Staff Development Opportunities
Requisitions
Payroll
Insurance
Travel/Conference forms
Attendance
Accessing District Forms

11:30 - 12:45 **Lunch provided**—Cafeteria

12:50 - 1:30 **First Day of School Workshop -**

Pat Somers, Library

2:00 **Tour of each building—**

Building Principals

VHHS staff report to front foyer at VHHS

LHS staff report to front foyer at LHS

Commuters report to primary campus

Thursday, August 19

Vernon Hills High School

7:30 - 8:00 **Coffee & Rolls**

Upper Foyer



8:00 - 10:00 **Technology**

Ms. Kate Walters, Room 2402

10:00 - 10:30 **Commuting Break**

LHS Staff report to LHS Library
VHHS Staff report to VHHS Library

Vernon Hills High School Library

Libertyville High School Library

10:30 - Noon **Certified Staff Orientation -
Principal and Building Administration**

Suggested topics (may vary by building):

Staff Expectations
Effective Teaching
Setting Expectations for Students
Classroom Climate
Classroom Management
Parent Communication
Attendance Procedures
Discipline Procedures
Special Services
Safety and Security
Fees and Fines
Student Assistance Program

Noon - 1:30 **Lunch on own**

1:30 - 3:30 **Certified Staff Orientation -
Principal & Building Administration**
Continued from morning session

Friday, August 20

Libertyville High School Vernon Hills High School

7:30 - 8:00 **Coffee & Rolls**

Upper Foyer

8:00 - 9:30 **Principal & Building
Administration**

Standards and Evaluation Criteria
of Effective Teaching

10:30 - 11:30 **Room Time with mentors**

Suggested items to review:

Photo ID's
Voice Mail Training
Passwords
Email
Gradebook
Library

11:30 - 1:00 **Lunch with mentors**

1:00 - 3:30 **Room Time**



**Effective teaching begins
with respect and making
connections.**

***New Employee
Induction Program***

This program meets three days, 8:00 a.m. until 3:30 p.m., during the week of August preceding the start of school.

- Day 1 is designed to help ***all new employees, certified and non-certified***, become familiar with our district policies and procedures.
- Day 2, for ***certified employees***, focuses on teaching and learning about the building and department in which they work.
- Day 3 has been designed to give the new teacher time with his or her mentor to prepare his or her room and work area for the start of the school year.

Welcome to District 128!
We hope you find this program informative and helpful.
If you have any questions, contact the Personnel Office at 327-7185.

***Community High School
District 128
Mission Statement***

The mission of Community High School District 128 is to provide quality educational opportunities for all students, including developing within each student:

- *Respectful, responsible and ethical attitudes and behaviors*
- *An awareness and appreciation of the diverse cultures in our learning community and our world*
- *An ability to think critically and solve problems*
- *An ability to communicate effectively*
 - *An ability to appreciate and demonstrate creativity*
- *A life-long desire to pursue knowledge*

“Excellence is our Standard”

07/23/04

***New Employee
Induction Program
2004-2005***



Wednesday, August 18, 2004
Thursday, August 19, 2004
Friday, August 20, 2004

Libertyville High School	Vernon Hills High School
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