

# FLEMING COUNTY SCHOOLS

## ORIENTATION & INDUCTION FRAMEWORK



**The vision of Fleming County Schools is to become a district of distinction**

### **District Mission Statement**

The mission of Fleming County Schools is to unite with family and community to provide an equitable, high quality education that meets the needs of each student in a caring and safe learning environment, which will ensure that students become successful throughout life.

### **District Vision**

The vision of Fleming County Schools is to become a District of Distinction.

### **Equity Statement**

All Fleming County Schools' students deserve the right to a free, safe, personalized, and equitable education without barriers and prejudice. All staff are responsible for creating the best learning environment, experiences, and opportunities that will lead to all students becoming college, career, and life ready.

### **District Beliefs**

We Believe...

- Continuous improvement is essential to stakeholder empowerment.
- A world-class education is essential to college & career readiness.
- .Connected and efficient systems are essential for 21st Century teaching and learning.
- Parent and community engagement are essential for student success.

### **Goals of the Fleming County Schools Orientation, Induction & Retention Program**

The goals of the Fleming County Schools Orientation, Induction & Retention Program are to provide each new employee with a general orientation to the school district and to increase his/her knowledge and improve his/her job skills and/or leadership skills.

The objectives of the program:

- a. Familiarize the employee with school district policies and practices and to integrate them into the school community
- b. Support the development of the employee's professional knowledge and skills
- c. Provide support to face the challenges of the new employee
- d. Cultivate a professional attitude and promote teamwork
- e. Introduce and orient the employee to a culture of high expectations and success

The general topics to be covered in the Orientation, Induction & Retention Program can be classified into two categories:

- a. Those designed as orientation activities to familiarize the employee with the Fleming County School District
- b. Those designed to define and develop the professional knowledge and skills of the employee

**Description of the Fleming County Schools Orientation, Induction & Retention Program**

An orientation program will be provided by district staff prior to the beginning of each school year for all new employees in July/August. A similar program will be provided to any newly hired employees throughout the school year by appropriate district staff to ensure the continuity of the program. Topics that will familiarize new employees with the school district include (but not limited to):

<ul style="list-style-type: none"> <li>• District policies and procedures</li> <li>• District calendar</li> <li>• Salary and benefits</li> <li>• Emergency/crisis procedures</li> <li>• HIPPA/FERPA/Confidentiality</li> <li>• Code of Ethics</li> <li>• Technology and Acceptable Use</li> <li>• Work schedules</li> <li>• Purchasing procedures</li> <li>• Forms and resources</li> <li>• District mission/vision</li> <li>• Employee evaluation standards/procedures</li> <li>• Current issues in education</li> <li>• District committees</li> </ul>	<ul style="list-style-type: none"> <li>• Employee expectations</li> <li>• Required training</li> <li>• Employee handbook</li> <li>• Bright Arrow/Aesop</li> <li>• Fundraising</li> <li>• Attendance</li> <li>• Communication</li> <li>• Special programs</li> <li>• Strategic Goals/Framework</li> <li>• Standards for Quality</li> <li>• Continuous Classroom Improvement (Systems work)</li> <li>• Curriculum Framework/Maps</li> <li>• Classroom Management</li> </ul>
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Ongoing activities throughout the year will focus on any other activities deemed appropriate to familiarize the employee with the school district and enhance the employee’s professional skills. In addition to the activities specifically designed for new employees, each new teacher (new to the district) will participate in the district’s professional learning plan and reflect on his/her own professional growth through the district certified evaluation program. Teachers new to the profession, who hold a Statement of Eligibility will also participate in the Kentucky Teacher internship Program (KTIP), pending funding from EPSB.

Additional induction/training for other employees take place throughout the year on an as-needed basis. Induction (teachers) activities will take place in monthly follow-up sessions which will be facilitated by district staff. Follow-up sessions are scheduled in September, October, November, February, March and April.

## **Retention**

Teachers:

- **District Instructional Leadership Team (DILT)** – teachers and administrators representing each school serve on the DILT to analyze data, monitor district progress toward goals, and make recommendations on curriculum and instructional issues.
- **School Leadership Teams** – all of the district’s six schools have a leadership team that serves as a school data team and planning body
- **National Board Certified Teacher (NBCT) Cohort** – the district began sponsoring groups of teachers to pursue their national board certifications with monthly support sessions and an NBCT mentor (a current FCS teacher) in 2015-16. As long as funding is available, 5 new teachers will be added to the cohort each year. Teachers are selected through an application process and are required to make a 5 year commitment to the district in return for the financial support provided. This effort is funded by Instructional Transformation grant funds and Title II A funds.
- **District Committees** – teachers and classified staff may serve on district committees, including the superintendent’s advisory council to be a part of decisions at the district level and to provide feedback at the district level on a variety of issues.
- **Collaborative Release Time (CRT)** – the district supports and encourages teachers working together on collaborative activities (grade level/cross grade level/cross school), classroom observations, co-teaching and coaching to support professional growth and leadership capacity of teachers as well as innovation. The district supports this effort by providing release time, funded primarily by Title II A funds.
- **Conferences/Workshops** – teachers may request permission from their principal and program coordinators to attend conferences/workshops/cadres in their content areas (pending funding availability).
- **Vertical/Horizontal Team Meetings** – in addition to supporting curriculum revision, vertical and horizontal team meetings (K-12) provide a structure for professional learning that also promotes collaboration between grade levels and across schools.
- **eleot™ Cohort** – a group of teachers across schools work together in a collaborative setting to develop an in-depth understanding of the seven learning environments and the eleot™ observation instrument used in walkthroughs throughout the district. Participants increase their capacity to design instruction that maximizes the impact of each environment on student achievement. This cohort serves as a resource to their colleagues for continuous classroom improvement.
- **District Leadership Retreat** – Fleming County Schools provides the opportunity for each school to bring their leadership team members (teachers, counselors, assistant principals, and principals) to the district leadership retreat each summer for work around the AdvancED standards for quality, strategic planning, and continuous improvement.

- **Curriculum revision/design** – all teachers are involved in the design and revision of the curriculum that they teach at their grade level or in their content areas which creates ownership of what takes place in the classrooms across the district.
- **Other professional learning activities** – teachers are provided opportunities to participate in a variety of other activities such as book studies, focus groups, ad hoc committees, and targeted workshops either during or outside the school day. The district also encourages and supports teacher leaders in presenting at district, regional, state and national conferences and workshops (pending funding availability).

Administrators:

- **National Institute for School Leadership (NISL)** – in an effort to support and retain effective school leaders with the capacity to lead change and continuous improvement, FCS has worked with KDE, LEAD KY and the SEED grant to provide this training to as many school leaders as possible each year. By the end of the 2016-17 school year, the district will have 5 principals, the instructional supervisor, and superintendent trained through NISL.
- **District Leadership Retreat** – Fleming County Schools provides the opportunity for each school to bring their leadership team members (teachers, counselors, assistant principals, and principals) to the district leadership retreat each summer for work around the AdvancED standards for quality, strategic planning, and continuous improvement.
- **Diagnostic Review/Accreditation External Visits** – Fleming County Schools and AdvancED have provided the opportunity for district and school leaders to participate on diagnostic review and accreditation external review teams. These opportunities have served to strengthen the understanding of the standards for quality among leaders and develop capacity to lead change in the district and at the school level.
- **Other training** – as opportunities arise, school and district administrators are provided a variety of training opportunities on a wide array of topics relevant to issues in our schools and in response to administrator growth needs (e.g., Kentucky Leadership Academy, Principal Cohort, counselor cadre, KEDC workshops, KDE trainings, etc.). The district also supports administrators in presenting at district, regional, state and national conferences and workshops (pending funding availability).

Classified Staff:

- **Additional training** – the district provides classified employees the opportunity to receive additional training for their job duties either inside or outside the district as opportunities and needs arise (food/nutrition, transportation, finance/bookkeeping, instructional support).

- **District committees** – classified employees are included on district committees, where appropriate, and their feedback is sought when planning for school and district improvement.

### **Program Evaluation**

The Orientation, Induction & Retention Program is evaluated using a variety of means:

- Session Plus/Deltas
- Surveys
- Progress monitoring of professional growth goals
- KTIP evaluations/KTIP completion
- Certified Evaluation
- Retention rates
- Classroom assessment data/benchmark data