**Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

**Orientation Process for Staff (includes AmeriCorps/VISTA members and Interns)**

In order to create an effective, safe and accountable organization serving students, families and the community, CIS of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County performs comprehensive orientation for all staff, including AmeriCorps/VISTA members and interns as described below.

All staff are required to attend a full day of training upon employment with, or assignment to, CIS of \_\_\_\_\_\_\_\_\_\_\_\_\_ County. CIS orientation is conducted by the Executive Director and/or Program Director and includes:

* Review of CIS mission, history of CIS National, CISNC and local CIS affiliate, Five Basics and the CIS philosophy of providing school-based integrated student supports through the CIS Model
* Affiliate organizational chart
* Review of web sites: CIS National, CISNC and local affiliate
* Explanation of the ABC + P Impact Framework and evidence-based interventions currently utilized to address ABC + P goals
* List of all schools served, description of services provided and overview of student population
* Review of the Total Quality Standards (TQS) requirements, including Student Support Standards
* Review of most recent annual report and any other communications materials
* Introductory overview of the CIS Data Management system (CISDM)
* Assistance with completing all internal paperwork along with review of job description and when and how performance evaluation will occur
* Review of employee personnel manual, fiscal management policies, organizational chart and confidentiality requirements
* Organizational plans, including Strategic Plan, Annual Operations Plan and at least one School Support Plan are provided to new employees
* New employees shadow a seasoned staff member for up to a week upon starting with the organization and can consult this employee when needed

Upon completion of the orientation session, all employees will sign the following documents:

* Confirmation of receipt of Personnel and Financial Management Policies
* Confidentiality Agreement, Conflict of Interest Policy and Code of Conduct

Ongoing training for all staff after the initial orientation day

Participation in offerings from CIS of North Carolina and the CIS national office including:

* Completion of CIS University Orientation online course within 90 days of hire/onboarding
* Completion of CIS University online position-specific pathway, if available, within 12 months
* Participate in relevant in-person CISNC and virtual national offerings
* Acknowledge receipt of annual update from the CIS national office

All staff who enter or handle student-specific data (and their supervisors) complete one-half day training in the CIS Data Management system, including confidentiality and data security.

One staff member in a leadership role (or a member of the Board of Directors) will attend a national CIS event at least once per accreditation or reaccreditation cycle.