



Policy and Procedure New Gen Staff Training

Prior to starting their employment with New Generation Christian School, all staff members are to be trained in the following policies and procedures: Standards of Ethical Conduct & Report Abuse, Time Off, Admissions, Confidentiality, Gossiping/Rumoring/Negativity, Advertising/P.R. Materials/Letters, Fire Safety and crisis management.

Prior to starting their employment with New Generation Christian School, all teachers & teacher's aides are to be trained, in addition to the "all staff members' training (listed above), in the following teaching training, policies and procedures: CHAMPs Classroom Management, Harry K. Wong's "The First Days of School: How to be an Effective Teacher," Richard Lavoie "How Difficult Can This Be?," Field Trips & Special Events, Fundraising, and other training as developed and/or indicated.

After receiving training, staff will sign the "New Generation Christian School's Staff Policies & Procedures Sign-Off" form.