

CLASSIFICATION: Personnel**ADOPTED: 7/6/05****REVISED:****SUBJECT: Training of Staff at Outdoor Schools****PAGE: 1 of 2**

The outdoor school program serves fifth and sixth grade students who attend the program for 24 hours a day for a four or five day period of time. The staff at the outdoor schools has the responsibility of caring for these students' physical, emotional and academic needs. Each outdoor school that the County Superintendent of Schools operates shall maintain and implement a staff training program that covers the science/environmental education curriculum, the social interaction/group living curriculum, and the health/safety procedures. All staff will also receive training in the camp operational procedures.

Staff Development for Instructional Staff and Instructional Support Staff

Each outdoor school will have a staff development program for its instructional staff. This training will be ongoing and will provide an in-service program at the beginning of the school year as well as coaching activities throughout the rest of the year.

Staff Development for Non-Instructional Staff

Support staff will be provided training on a regular basis as is appropriate to their job duties. These training opportunities will be made available as the need is determined.

Training of New Staff

All new staff will go through an orientation and training period. The training of staff that interacts directly with students will include an observational phase of the outdoor school program, a guided practice period where the new employee performs aspects of their job with the help of a trainer/mentor, and a period of time in which the new staff person performs his/her duties while a mentor is available for assistance as needed. New instructional staff will not work with students alone until the outdoor school principal certifies their readiness to do so.

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Training of Substitute Instructional Staff

Substitute instructional staff will have appropriate experience related to working at an outdoor school. Every effort will be made to provide adequate orientation to the specific working procedures and policies at the outdoor school. Substitute instructional staff will not work with students alone until the outdoor school principal certifies their readiness to do so.