



Kawartha Pine Ridge District School Board

Confirmation of Completion of New Employee Online Learning

Welcome to KPR!

We are looking forward to having you on our team. In your offer package, you received information about your upcoming New Employee Orientation. At this session, you will learn about our culture and everything you need to know to kick start your KPR journey.

Before your first day, there is some information that you are required to review. After you have reviewed this information, please sign and submit the verification statement with your confirmation of employment.

Remember – All of your pre-employment conditions must be completed and submitted before you can start working.

Full Name:

(as it appears on your offer of employment)

Position I am being hired for:

(as it appears on your offer of employment)

If other, please specify:

Date completed:

Access to all of the information below is available on the KPR webpage – <https://www.kprschools.ca/en/index.aspx>

Mission, Vision and Values

<https://www.kprschools.ca/en/our-board/mission-vision-values.aspx>

Accessibility for Ontarians with Disabilities

How May I Help You? (AODA)(35 min.)

<https://www.youtube.com/watch?v=lnhqYOT2XKE&feature=youtu.be>

Occupational Health and Safety

Worker Health and Safety Awareness in 4 Steps

<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>

Managers/Supervisors/Principals Only – Supervisor Health and Safety awareness in 5 Steps

<https://www.labour.gov.on.ca/english/hs/elearn/supervisor/fivesteps.php>

Online Anaphylaxis Training

<https://www.allergyaware.ca/>

Safe, Caring and Restorative Schools

A safe and accepting learning environment is essential for student achievement and well-being.

Everyone – staff, students, teachers, parents and community members – has a role to play in promoting a positive school climate and making schools safe and accepting.

This resource provides information on how school board employees must handle student incidents that occur at school, at school-related activities or in any other circumstances where the student's behavior can have a negative impact on the school climate.

Please familiarize yourself with the responsibilities you have as a KPR employee which can be reviewed at the following link:

<http://www.edu.gov.on.ca/eng/safeschools/keepkidsafeschool.pdf>

MUST READ POLICIES

[HR.5.3 – Code of Conduct for Employees](#)

[HR 5.3.1 – Code of Conduct for Employees – Technology and Internet Use for Employees](#)

[B 7.5 – Social Media and Digital Communications](#)

[HR 4.2 – Workplace Harassment](#)

[B 3.2 – Equity, Diversity and Inclusion](#)

Please note: The above are in addition to all other Kawartha Pine Ridge District School Board employment requirements (Police Record Check, etc.) which were outlined in your conditional offer of employment.

PLEASE NOTE: If for some reason you are experiencing technical difficulties, please call the Helpdesk at 877-741-4577 or 705-742-9773, extension 2088.

I hereby certify that I have reviewed all the information identified above as part of the employment requirements for the Kawartha Pine Ridge District School Board.

Employee Name:

Signature:

Date: