



TO: Principals

CC: Assistant Principals

FROM: David Hills, *Associate Superintendent of School Leadership*
Toyia Wilson, *Associate Superintendent of School Leadership*

DATE: June 17, 2022

RE: Freshman Orientation

Each secondary school accepting 9th grade students in September 2022 has been allocated a total of 18 hours to staff Freshman Orientation specific to their school. Assignment of teachers to this activity must include at least one guidance counselor, additional assignments must follow seniority guidelines as outlined in the BTF Collective Bargaining Agreement. All Freshman Orientations must be held in-person.

Please adhere to the following guidelines:

- Freshman Orientation must be held between August 8– 25, 2022- *These dates overlap with 7/8 and high school summer school.*
 - All orientations must be completed by August 26, 2022
- Place your specific dates for Freshman Orientation [in the link provided](#) no later than Monday, July 11, 2022.
- All payrolls (via the extra activity sheet) are to be submitted with original signatures via the pony to Kristen Dettbarn (kdettbarn@buffaloschools.org).

No employee may work for more than 3 hours a day; therefore, orientation hours may not be submitted in conjunction with summer school hours, participation in a professional development, or any other activity for which the employee will receive payment from Buffalo Public Schools.

All orientations must include the following:

1. BPS Security presentation
2. NFTA Presentation – Video presentation will be provided
3. Photographs for Bus Passes- per the school's Security personnel

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