

# ORIENTATION SCHEDULE

2021-2022



## GENERAL OVERVIEW

Teachers Orientation Schedule 2021-2022 - **ONLY ADMIN STAFF**

**PLEASE DO NOT MAKE EDITS ON THIS VERSION.**

**THE TEACHER SHARED VERSION IS LOCATED IN [THIS LINK](#)**

[List of New Staff Members](#) (for internal use)

[New Teacher Orientation Schedule 2020-2021](#) - For reference last year Induction Schedule 20-21

### SUNDAY, July 25th

Time	Event	New Staff Involve	Admin staff involved	Location
-	Pick up foreign staff at the airport  <a href="#">Airport Arrival Schedule</a> & Teachers Addresses (for internal use)	<u>ONLY</u> Foreign Teachers	<u>GEMA Tours</u> Maritza García Mery Ann Gómez Zune Fram	Airport

### MONDAY, July 26th

Time	Event	New Staff Involve	Admin staff involved	Location
8:30	Pick up foreign staff - each one at their address.	<u>ONLY</u> Foreign Teachers	<u>GEMA Tours</u>	-
9:00 - 9:30	Instalación= Café y Desayuno. <ul style="list-style-type: none"><li>• Pictures for ID Cards</li></ul>	<u>ONLY</u> Foreign Teachers	Maritza García Mery Ann Gómez Zune Fram	<b>Torre Grupo Area Salón Ejecutivo</b>
9:30 - 10:30	VIP Health Policy Benny Schuster's presentation for individual affiliations to SURA Health and Life insurance <ul style="list-style-type: none"><li>+ EPS</li><li>+ AMI (Immediate Medical Assistance).</li></ul>	<u>ONLY</u> Foreign Teachers	Maritza García Mery Ann Gómez Zune Fram	<b>Torre Grupo Area Salón Ejecutivo</b>

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10:30 - 11:30	Introduction to Cartagena: <ul style="list-style-type: none"> <li>- Maps/Neighborhoods</li> <li>- Slang/language</li> <li>- Transportation (taxi-Transcaribe)</li> <li>- Typical food/ Restaurants</li> <li>- Costeño culture</li> <li>- Telephones</li> <li>- Security suggestions</li> </ul>	<u>ONLY</u> Foreign Teachers	Maritza García Mery Ann Gómez Zune Fram	<b>Torre Grupo Area Salón Ejecutivo</b>
11:30 - 12:30	Services/ Logistics & Paperwork: <ul style="list-style-type: none"> <li>• SIM Card + TIGO Rep.</li> <li>• Labor Contract - Signature</li> <li>• Retirement / Pension</li> <li>• Health Affiliation</li> <li>• Bancolombia - Bank information</li> </ul>	<u>ONLY</u> Foreign Teachers	Maritza García Mery Ann Gómez Zune Fram	<b>Torre Grupo Area Salón Ejecutivo</b>
<b>12:30 m. to 2:30 p.m. Lunch provided by COJOWA</b>				
12:30 - 2:30	Lunch for all new teachers & staff	<u>ONLY</u> Foreign Teachers	Mery Ann Gómez Zune Fram Cristina Lequerica Nick Glab Annur Ortiz David Gesualdi Erin Glab	<b>ZONA 6 Total: 15 pax</b>
2:30	Notaría: Registro en Notaria de los extranjeros.	<u>ONLY</u> Foreign Teachers	Mery Ann Gómez Zune Fram GEMA Transporte	<b>Notaría 4ta</b>
3:00	Free for teachers to organize their apartments and rest.	<u>ONLY</u> Foreign Teachers	-	-

## TUESDAY, July 27th

Time	Event	New Staff Involve	Admin staff involved	Location
8:00	Pick up foreign staff - each one at their address.	Foreign and <b>Local</b> Teachers	<u>GEMA Tours</u>	-

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8:45 - 9:00	Instalación= Café y Snack. Foto para el carnet	Foreign and <b>Local</b> Teachers	Manuel Marteloa Mery Ann Gómez Zune Fram <b>Cafetería</b>	Campus - Zona Norte Cafetería
9:00 - 9:30	Biosecurity protocol	Foreign and <b>Local</b> Staff	Valentina Villamil Zune Fram	Campus - Zona Norte Cafetería
9:30 - 10:30	Cultural Orientation w/ Counselors Typical Cartagena Snack	Foreign and <b>Local</b> Teachers	Counselors	Campus - Zona Norte Cafetería
10:30 - 11:15	Introduction to COJOWA Who is Who? Staff Policy	Foreign and <b>Local</b> Staff	Dr. Nick Glab	Campus - Zona Norte Cafetería
11:15 - 11:45	Campus Tour with Ambassadors	Foreign and <b>Local</b> Staff *Last stop en Cafetería.	Angela Acevedo Sandy Rodriguez	Campus - Zona Norte Cafetería
11:45 - 12:00	Cafeteria information - Introduce Manuel - General info - Biofood registro	Foreign and <b>Local</b> Staff	Manuel Martelo *Traducción requerida	Campus - Zona Norte Cafetería
<b>12:00 m. to 1:00 p.m. Lunch provided by COJOWA</b>				
1:00	Centro Comercial Caribe Plaza - Bus departure  Transportation back to apartments will depart at 5:00 pm. If you would like to stay at the mall, you will need to take a taxi back home.  Free for teachers to organize their apartments	<u>ONLY</u> Foreign Teachers	<u>GEMA Tours</u> Mery Ann Gómez Zune Fram	-

## WEDNESDAY, July 28th

Time	Event	New Staff Involve	Admin staff involved	Location
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8:00	Pick up foreign staff - each one at their address.	Foreign and <b>Local</b> Teachers	<u>GEMA Tours</u>	-
8:45 - 9:00	Instalación= Café y Snack.	Foreign and <b>Local</b> Teachers	Manuel Martelo Mery Ann Gómez Zune Fram <b>Cafetería</b>	Campus - Zona Norte Cafetería
9:00 - 10:00	Child Protection Policy	Foreign and <b>Local</b> Staff	Harold Morales	H11
10:00- 11:00	MS/HS - Introductions and MS/HS Section Essentials  ES Section Office Tour, Supplies, Copier Code, Receive Classroom Keys	Foreign and <b>Local</b> Staff		
11:00 - 12:15	MS/HS Amazing Race (Getting to know the basics)	Foreign and <b>Local</b> Staff		
<b>12:15 m. to 1:15 p.m. Lunch provided by COJOWA</b>				
1:15 - 2:15	Tech at COJOWA	<b>FOREIGN and Local Staff</b>	Iván Mercado	Campus - Zona Norte
<b>LOCAL TEACHERS</b>				
2:15 - 3:00	Services/ Logistics & Paperwork: <ul style="list-style-type: none"> <li>• HR Presentation</li> <li>• Labor Contract - Signature</li> <li>• Retirement / Pension</li> <li>• Health Affiliation</li> <li>• Bancolombia - Bank information</li> </ul>	<u>ONLY</u> LOCAL Teachers	Mery Ann Gómez Zune Fram	Campus - Zona Norte Cafetería
<b>FOREIGN TEACHERS</b>				
2:15 - 3:00	Free time for foreign teachers in classrooms	<u>ONLY</u> Foreign Teachers	-	-
5:00	<b>Meet and Greet with Returning Teachers</b>	Foreign and <b>Local</b> Staff	<b>Returning Teachers</b>	<b>Where: TBD</b>

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## THURSDAY, July 29th

Time	Event	New Staff Involve	Admin staff involved	Location
8:00	Pick up foreign staff - each one at their address.	<u>ONLY</u> Foreign Teachers	<u>GEMA Tours</u>	-
8:45 - 9:00	Instalación= Café y Snack.	<u>ONLY</u> Foreign Teachers	Manuel Martelo Mery Ann Gómez Zune Fram <b>Cafetería</b>	Campus - Zona Norte
9:00- 10:30	MS/HS - Positive Discipline and REACHES  ES - Introduction to Curriculum at COJOWA	Foreign Teachers and <b>Local</b> Teachers	Harold Morales  Laura Puente	<b>Locales: Virtual.</b>
10:30 - 11:15	HR Presentation + Housing procedure + Remote working guidelines	<u>ONLY</u> Foreign Teachers	Mery Ann Gómez Zune Fram	Campus - Zona Norte Cafetería
11:15 - 12:00	Accounting and Payroll Induction	<u>ONLY</u> Foreign Teachers	Carlos Beltrán Cristina Lequerica	Campus - Zona Norte Cafetería
<b>12:00 m. to 1:00 p.m. Lunch provided by COJOWA</b>				
	Migración Colombia Expats teacher			
3:00 pm	<u>CITY TOUR</u> *Departs from Zona norte	Foreign Teachers and <b>Local</b> Teachers	<u>GEMA Tours</u>	Recoger en ZN
5:00 pm	Solicitar reserva en CAFÉ DEL MAR	Foreign Teachers + Local Staff and Annuar	<u>GEMA Tours</u>	

## FRIDAY, July 30th

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Time	Event	New Staff Involve	Admin staff involved	Location
7:00	Pick up foreign staff - each one at their address.	<u>ONLY</u> Foreign Teachers	<u>GEMA Tours</u>	-
7:30-9:00	Medical Exams and Time in Classrooms	<u>ONLY</u> Foreign Teachers		Campus - Zona Norte
9:00 - 9:30	Instalación= Café y breakfast	<u>ONLY</u> Foreign Teachers	Maritza García Mery Ann Gómez Zune Fram <b>Cafetería</b>	Campus - Zona Norte
9:30- 12:00	ES/MS/HS - Assessment Policy & Gradebook Set up (Alma)	Foreign Teachers and Local Teachers	MS/HS: Erin Leigh Glab Ivan Mercado  ES: Rachel Marcotte?	
12:00 m. to 1:00 p.m. Lunch provided by COJOWA				
1:00 - 3:00	ES - Positive Discipline and REACHES  MS/HS - Introduction to Curriculum at COJOWA	Foreign Teachers and <u>Local</u> Teachers	Harold Morales  Laura Puente	<u>Locales: Virtual:</u> <a href="#">Virtual meeting</a>
3:30	Optional transportation for teachers who wish to stay and work in classrooms.			

**Section Orientation Schedules for Tuesday, August 2- Friday, August 6**

**PLEASE ADD LINKS**

**PS Orientation Schedule**

# ORIENTATION SCHEDULE

## 2021-2022



### Elementary Orientation Schedule Middle School/High School Orientation Schedule

EVENTS TO SCHEDULE FOR WHOLE STAFF ORIENTATION WEEK (August 2-6)			
Time	Event	New Staff Involve	Location
Monday, August 2 8:30-10:30 (transportation arrives at 8:00)	Welcome Back/Introduce New Staff Director's Presentation Staff Photo	Whole Staff	<u>Coliseo</u>
Monday, August 2 11:30 - 12:30	PS COJOWA Biosecurity Protocols (Sólo preescolar)	<u>PS Staff</u>	<u>PS</u>
Tuesday, August 3 8:00- 9:00	COJOWA Biosecurity Protocols (SPANISH)	<u>Spanish-speaking Staff</u>	<u>Coliseo</u>
Tuesday, August 3 9:00- 10:00	COJOWA Biosecurity Protocols (ENGLISH)	<u>English-speaking Staff</u>	<u>Coliseo</u>
Thursday, August 5 12:00- 1:00	Staff BBQ Lunch <i>provided by COJOWA</i>	<u>Whole Staff</u>	<u>ZN Kiosko</u> <u>PS Patio</u>