

Personnel -- Certified

Orientation

Orientation shall be considered a year-long process for certified employees new to the school system, with the programs conducted jointly by the central administration and individual schools.

The program shall assist new teachers in becoming acquainted with, and adjusted to, the community, school district, and school -- including policies of the Board, rules and regulations, and the instructional program.

Administrators, coordinators, directors, and experienced staff members may be assigned specific roles in carrying out orientation programs.

The cooperation and active involvement of all staff members in helping newcomers become adjusted in the district is requested by the Board.

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The Principal or designee is responsible for the orientation of new teachers assigned to his school. He/she should give information and general directions in regard to the following:

1. A directory of staff names.
2. Location and use of physical facilities of building.
3. Teaching materials: courses of study, guide books, textbooks and supplementary materials for grade or subject.
4. School forms.
5. Method of ordering books and supplies, securing audio visual equipment, methods of getting material duplicated, disposing of lost and found articles.
6. Schedule.
7. Regulations for students in building and on school grounds uses of entrances; exits, lavatories, playground areas equipment and activities regulations for students during, before and after school hours.
8. Directions regarding building meetings in-service training meetings, other meetings assignments to school committees, fire drill regulations, policies concerning teacher's absence, attendance, dismissal, excuse of students from school, etc.
9. The goals and expectations of our schools and the system.
10. School system policies and regulations.
11. Supervision/Evaluation program.