

## **P1366 BUILDING ORIENTATION FOR NEWLY ASSIGNED TEACHERS**

### **BOARD POLICY:**

**The building principal is responsible for planning and implementing a building-level orientation program for newly assigned teachers.**

Administrative Implemental Procedures:

1. A building level orientation program will be provided to teachers newly assigned prior to the beginning of the school year and to teachers newly assigned following the beginning of the school year.
2. A time for building-level orientation will be designated as part of the district's New Staff Orientation.
3. Other teachers and community leaders may assist the principal with phases of the orientation.
4. The new teacher's room should be adequately equipped and available as early as possible.
5. A tour of the building and attendance area should be a part of the program.
6. An experienced teacher should be appointed to help the new teacher in matters of school policy and organization. A mentor may be provided for Step 1 teachers to assist with instructional issues.
7. Information concerning the following should be included in the orientation program at each building:
  - a. Faculty and student handbooks
  - b. Campus Improvement Plan (CIP)
  - c. Schedules; lunchroom procedures; and hall, playground, and other supervisory responsibilities
  - d. Philosophy of instruction and professional learning communities
  - e. Operational guidelines
  - f. Board of Education policies
  - g. Classroom management expectations
  - h. Services available
  - i. Materials and supplies (how to obtain them)
  - j. Introduction to available staff

Administrative Responsibility: Learning Services

Latest Revision Date: September 2006

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