

PROFESSIONAL STAFF ORIENTATION

PERSONNEL

School Building Basis

The principal 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. The names of fellow teachers, the office clerk, cafeteria personnel, custodians, and other special staff personnel who will come to the building
2. Location and use of physical facilities of building: classroom, cafeteria, library, teachers' lounge and lavatories
3. Teaching materials: courses of study, guide books, textbooks, and supplementary materials for grade or subject
4. School forms: attendance reports, pupil and school records, transfers, plan books, etc.
5. Method of ordering books and supplies, securing audio visual equipment, methods of getting material duplicated, disposing of lost and found articles
6. Schedule and meaning of all bell signals
7. Regulations for pupils in building and on school grounds; use of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours
8. Directions regarding building meetings, inservice training meetings, other meetings, assignments to school committees, fire drill regulations, policies concerning teacher's absence, attendance dismissal, excuse of pupils from school, etc.
9. The goals and aspirations of our schools
10. School system policies and regulations.

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