

Orientation – Support Structure

System-Wide Basis

1. New teacher basic orientation plan by principal and/or superintendent.
2. Supervision of new teachers during the first year by teacher support team and principal as outlined by the district's teacher support plan.
3. Released time for observing other teachers.
4. Housing for new teachers.
5. What to expect in professional assistance from staff and administration.
6. Educational staff associates.

School Building Basis

The principal is responsible for the orientation of new teachers assigned to his school. He 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, purchase orders, plan books, etc.
5. Method of ordering books and supplies, securing audiovisual 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; uses of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils 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 teachers absence, attendance, dismissal, excuse of pupils from school, etc.

9. School system policies, regulations and philosophy.

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