

NEW TEACHER ORIENTATION PROCEDURES

The District will provide the following for new teachers:

1. Ongoing orientation developed and delivered by the District Mentor Coordinators, administration, and teachers.
2. Support seminars reflecting the standards and district goals.
3. Qualified mentor to provide support and assistance to the new teacher.

Principals in the Rice Lake Area School District are responsible for the orientation of new teachers assigned to their school. Information/directions should be given in regard to the following:

1. The names of fellow staff members and the location and use of physical facilities of the building.
2. Teaching materials: courses of study, guide books, textbooks, and supplementary materials.
3. School forms: attendance reports, student and school records, transfers, purchase orders, plan books, etc.
4. Method of ordering books and supplies, securing audio-visual equipment, methods of getting material duplicated, and disposing of lost and found articles.
5. Schedule and meaning of all bell signals.
6. Regulations for students in buildings and on school grounds, uses of entrances, exits, lavatories, playground areas, equipment and activities, regulations for students during, before and after school hours.
7. Directions regarding building meetings, in-service training meetings, other meetings, assignments to school committees, fire drill regulations, policies concerning teacher absence, attendance, dismissal, excuse of students from school, etc.
8. The goals and aspirations of our schools.
9. School District policies and regulations.

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03/12/07
05/26/15
Reviewed: 01/08/24