**New Teacher Orientation Agenda**

**Principal**

1. Welcome
2. Introductions
   1. Faculty
   2. Pastors
   3. Support Staff
3. Tour of Building (including but not limited to…)
   1. Faculty bathrooms
   2. Copiers
   3. Gym
   4. Church
   5. Alarm Code
      1. Doors
   6. Classroom
4. Official Call Document
5. Forms to Fill Out
   1. Background Check
   2. Key
   3. Key Card
   4. W2
   5. Pension
   6. Insurance Enrollment
   7. Paychex Form for Direct Deposit
6. Things needed
   1. HS Diploma
   2. College Diploma
   3. Teaching License (if applicable)
   4. Address / Cell Phone #
7. Forms to Hand Out/Go Through
   1. School Calendar
   2. School Handbook
   3. Faculty Handbook
   4. List of e-mail addresses / Phone numbers of faculty/staff
8. Faculty Stuff
   1. Meeting dates and responsibility
   2. Faculty Meetings / Devotions
   3. Faculty Dress Code
   4. Record Keeping
      1. Grade book
      2. Classroom Files
      3. Cumulative Record
   5. Plan book
   6. Lesson Plans / Block Plans
   7. “School Procedures”
   8. School Policies
   9. Continuing Education
      1. Synodical Certification
      2. State Licensure
      3. Conferences
   10. New Teachers
       1. Mentoring
   11. Extra Curriculars
   12. Enrollment Process
   13. Hours
   14. Sick Leave
       1. Substitute Teachers
   15. Board for School Ministry
   16. Field Trips
   17. Parent Orientation
   18. Property
       1. Heat/AC
       2. Storage
       3. Room
       4. Desks
   19. Phone and Message System
9. Dates
   1. Date of Installation
   2. Faculty Welcome Back Gathering
10. Technology
    1. Smart board intro
    2. Network Login & password
    3. School E-mail Address
11. Safety
    1. Concealed Carry
12. Misc.
    1. Schedule meeting with previous teacher (if applicable)
13. Personal
    1. Housing
    2. Social Security (men only)

**Pastor(s)**

1. Church
   1. Membership Status / transfer
   2. History of church
   3. Community Information
   4. Congregational norms
      1. Worship
      2. Communion
      3. Etc.

**Assistant Principal**

1. Curriculum
   1. Binders
   2. Philosophies/Instructional Approaches
   3. Resources
      1. Textbooks
      2. Teacher’s Manuals
      3. Other resources
   4. Accelerated Math
2. Planning
   1. Classroom Schedule
   2. Recommended Times
3. School Safety
   1. Fire Drills
   2. Tornado Drills
   3. First Aide
   4. Sick Kids
   5. Administration of Medication

**Dean of Students**

1. School Management
   1. Philosophy
   2. Discipline
      1. Love & Logic Training
   3. Procedures
      1. Rules
      2. Uniforms
      3. Academic Recovery
2. Classroom Management
   1. Creating a Behavior Management Plan
   2. Procedures
3. Special Education
   1. Title I
      1. Schedule/Referrals
   2. MPS Referrals
   3. Differentiation
4. WKCE

**Teacher**

1. Attendance
2. Lunch
   1. Milk
   2. Snacks
   3. Your lunch
3. Arrival
4. Dismissal
5. Playground
   1. Rules
   2. Supervision
6. Chapel
   1. Offerings
   2. Seating
7. Home Visits
   1. Introduction Letter to Parents
8. Parking
9. Helpful hints
   1. Parents
   2. Students
10. Parent/Teacher Conferences
11. Teacher’s Conf.
12. Faculty Retreat
13. Parent Nights
14. Pathways to College (if applicable)
15. Faculty Social Events
16. Storage and Supplies Locations
17. Copy Machines
18. Laminator
19. Communication with Parents
    1. Weekly Newsletter
    2. Translation
20. And any other Helpful Information