

PASSAIC BOARD OF EDUCATION
Passaic, New Jersey

FILE CODE: 4112.7

Regulation

ORIENTATION

All administrative and supervisory personnel must plan very carefully the orientation procedures for new teachers in their respective areas.

The following items might be considered at the opening session and reviewed at additional meetings throughout the year.

Principals

- A. Building philosophy
- B. Plan books
- C. Attendance policies--staff/students
- D. Recordkeeping
 - 1. Attendance
 - 2. Cumulative record cards
 - 3. Report cards
 - 4. Others
- E. Health regulations, nurse, etc.
- F. Procedure for miscellaneous clerical duties, collections, etc.
- G. Measurement of pupil progress, testing programs, promotion and retention policies
- H. Hall management
- I. Procedures for fire and security drills
- J. Hall and yard duty
- K. School committee memberships
- L. Care of books and supplies, ordering supplies from office, lost or damaged book procedures
- M. Rules about lavatory, drinks, excuses, etc.

- N. Discipline
 - 1. Role of the teacher
 - 2. Role of the administrator
 - 3. Discipline policies and procedures

- O. Adjustment to the school building and faculty
 - 1. Locations within the building
 - 2. Responsibilities to school and faculty
 - 3. Opportunity to observe other teachers within the building

- P. Special teachers assigned to building
 - 1. Art
 - 2. Music
 - 3. Physical Education
 - 4. Child Study Team
 - 5. Other certificated support staff

- Q. Special Education--personnel and procedures for securing assistance
 - 1. School Psychologist
 - 2. School Social Worker
 - 3. Learning Disabilities Teacher Consultant
 - 4. List names of specialists servicing their respective schools

- R. Teacher evaluation procedures – see policies and regulations 4116, 4116.1

- S. The actual teaching on the first few days:
 - 1. Need for some outline to use as a guide
 - 2. Sources of information on work covered in previous year
 - 3. Basic supplies and textbooks
 - 4. Curriculum documents

Caution: Teachers should be advised that they must not order manuals, textbooks, equipment, supplies or materials from commercial companies unless they intend to take full responsibility for payment on their own. Purchases using the district budget must follow the district purchase order process.

Supervisors

- A. First days
 - 1. Importance of crisp, well-planned beginning
 - 2. Suggestions

- B. Nature of the learner
 - 1. At various grade levels
 - 2. In relation to the subject
- C. Related teaching techniques
 - 1. Motivation
 - 2. Student involvement
 - 3. Use of blackboard, smart board, and special tools of the subject area
 - 4. Purposeful and meaningful assignments
 - 5. Evaluation of student progress
- D. Classroom management
 - 1. Organization
 - 2. Discipline
- E. Course of study
 - 1. Goals
 - 2. Pacing charts
- F. Specific instructional materials
 - 1. Types: Texts, workbooks, audiovisual aids, special equipment, supplies
 - 2. Basic and supplementary
 - 3. Resources of school library and audiovisual centers and media centers
- G. Lesson plans--important for self, for principal, for supervisor
- H. In-building assistance—principal, assistant principal, secretaries, guidance office, computer technician, department colleagues
- I. Teacher observations and evaluations – see policies and regulations 4116, 4116.1

First Reading:	December 19, 2016
Second Reading:	January 30, 2017
Adopted:	January 30, 2017