

NEW TEACHERS/PRINCIPAL MEETING 2010-2011

The following is a suggested list of topics to cover in your meeting with your new teachers. Please return these signed forms for each of your new teachers to Pam Thompson by August 20, 2010.

- 1st day of school procedures
- Lesson plans - when reviewed, required components, etc.
- Curriculum Guide provided - How to use it, responsibility for teaching District's approved curriculum, etc.
- Grade book - teacher's grade book is the official record for both grades and attendance
- Discuss PDPs and PGP
- Answer questions about observations and explain expectations.
- Discuss/Review Student Handbook
- Teacher & Student dress codes - be certain teachers have copies of each
- Discipline Referrals - discuss when and how to complete necessary forms
- Suspension process
- Absence procedure - discuss instructions for the sub-caller, travel forms, whom to call when absent
- Crisis Management - give details regarding codes, threats, drills, etc.
- Print Shop - procedure for getting copying done
- Bookkeeping - purchase orders, ordering supplies, and travel form reimbursement
- Mentor expectations - meetings, documentation, etc.
- I.E.P.s - discuss in detail the teacher's role during and before the meeting
- Honeywell process - principals and secretaries make the calls
- Review the substance abuse and the sexual harassment policies (Please be sure that all staff members have read and signed their Personnel Handbooks - these policies are in the handbook.)
- Certified Staff telephone/cell phone use during school hours
- Building EPSS
- Building Professional Learning Community
- Other _____

Teacher's Signature

Date

Principal's Signature

Date