

REGULATIONS FOR PROFESSIONAL PERSONNEL ORIENTATION

1. A parish orientation program for all teachers new to the system shall be directed to the following concerns:
 - a. Teachers will be introduced to the Central Office staff and given an explanation of staff responsibilities.
 - b. School Board policies and regulations will be explained.
 - c. Information on professional organizations, insurance, credit union, etc., will be made available.
 - d. Sectional meetings with supervisors of elementary and secondary education will be held.

2. Local school orientation programs will be provided in individual schools throughout the parish.
 - a. The special orientation meeting for teachers new to the school will include the following activities:
 - (1) A tour of the school plant
 - (2) A discussion of the school policies and activities involving the following:
 - (a) Philosophy
 - (b) School calendar and activities
 - (c) School day
 - (d) Advantages of belonging to professional organizations, group insurance, credit union, etc.
 - (e) Duties and responsibilities
 - (f) Teacher evaluation and observation forms
 - (g) Lesson planning--its importance, methods and procedures
 - (h) Discipline
 - (I) Testing and evaluation
 - (j) Homework
 - (k) Teacher-parent conferences
 - (l) Pertinent information concerning pupils
 - (m) Available teaching aids, materials and manuals

 - b. An initial faculty meeting will involve all teachers and provide for:
 - (1) The faculty and staff introductions
 - (2) Opportunity for new teachers to feel a part of the faculty from the very beginning

- c. Each new teacher will be assigned to work with an experienced teacher on the faculty.

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