**Faculty orientation meeting for the 2016-2017 school year**

**August 18, 2016**

**(Computer set up- 8:00 AM, new staff orientation- 9:30 AM, All staff- 1:00 PM)**

**All staff- PLEASE BRING YOUR FACULTY HANDBOOK!**

# Who is who

1. Responsibility flow chart for school administration

# Themes

1. ***Giving our students what God has given us: Revelation, Inspiration, Illumination.***
   1. ***(Modeling my teaching after the One who has taught me)***
2. School Theme- “Pilgrim’s progress”
   1. Decorate halls/ bathrooms with related themes
   2. Any other creative decoration ideas? (call attention to map in display case)

# Handbook/ policy related items

1. To hand out/ review-
   1. Yearly portion of faculty handbook
      1. calendars (monthly, yearly)
      2. Chapel Groups
      3. class lists
      4. oldest student lists
      5. Classroom mom’s list
      6. Patron and staff contact info. (one sheet- two sided)
   2. Updates to faculty handbook
      1. Take time in meeting to update all returning staff handbooks
   3. Quick review of faculty manual
      1. this document saved on O/ teachers/ “faculty handbook 16-17”
2. Read paper “understanding the role of a mandated reporter” (and give any updates to be written in the book.)
   1. Review local protocol for reporting
3. Policy on written reports- the board is asking that teachers allow reports to be handwritten for any and all grades unless time is allowed in class to complete the report on the computer at school.
4. Health coverage
   1. SMS no longer has any health benefit- just higher salaries ☺

# Schedule/ calendar related items

1. Dates to be aware of
   1. Classroom visitation- Monday, August 22, 12:00- 3:00 PM, and 6:00- 7:00 PM (be here!)
   2. New Patron Orientation- Monday, August 22, 7:00 PM (be here!)
   3. September 16-18- staff retreat weekend
2. Board/ staff picnic- Thursday, September 8, 5:30 P.M.
3. Schedules- any questions that apply to the whole group?
4. Go over first day of school schedule
   1. Plans for student activity
      1. Does K want to participate in the activity?
5. Book buddy details must be worked out among teachers involved.
   1. 7th and 2nd
   2. 8th and 1st

# Procedural details

1. Teacher presentations
   1. Miss Kaitlyn- resource room related info.??
      1. Resource room referrals- How to refer? To whom to communicate? How to grade? Who keeps record of goals/ LSP? LSP meetings
2. Monday Folders
   1. go home first time on Tues. Sep. 6
   2. Return papers from Monday folders to the office by Tuesday or ASAP.
3. Teachers are responsible to label cubicles for your classes- template on O/teachers if you want to print them off
4. Arrival/ Dismissal procedure- DS (stress safety!)
5. Bathroom procedures
   1. Men staff will go over bathroom procedures with all boys k-8 in the first few days of school. Lady teachers do the same with the ladies.
      1. No talking in bathroom
      2. Toilet seat up (unless sitting on it)- boys
      3. 1 pump soap
      4. Shake excess water on hands in the sink, not the floor
      5. 3 pumps paper towel
      6. Paper towel in trash can- stomp down if full
6. Candy for rewards? (parent concerns)
   1. Seek sources of motivation beyond the taste buds
7. Materials that you did not yet receive? Furniture needs?
8. Teacher reports replaced by “weekly check in”- Schedule to hand out
9. IU13 is transitioning to a DIBELS math screening instead of the Act 89 math test.
10. What to do when I need a substitute? (Call directly to the subs on the staff/ patron list)

# Patron/ teacher related items

1. Student situations/ family situation of which teachers should be made aware:
2. Inform teachers of the cost of education and tuition rates for SMS this year
3. Presentation during first PTF (5-8 minutes long. Time for questions. Two or three time slots)
   1. Give everyone a program for the evening
   2. I suggest using scope and sequence to show the new concepts that will be taught this year in your classroom.
   3. Outline any special projects that will be done this year
   4. Teachers should address the homework issue in their classrooms in orientation with the parents
4. PTF- give outline for the year
   1. November PTF- "The purpose of the resource room, IU13 services, and related screenings" (RR staff and administration)
   2. April PTF- " Expected student outcomes” (a guided discussion group time)
   3. Review meeting notes of interest
   4. encourage teachers to set up meetings with parents if needed ahead of PTF
5. PTC This year
   1. We will be off all day on Monday
   2. All staff are to be available the entire time for PTC
      1. Homeroom teachers conduct PTC
      2. Non homeroom staff available for “stop ins”
      3. Accommodate RR staff and IU13 staff in PTC
      4. Office staff- In office taking reenrollments for next year (promote in NL)

# Reminders to read

(please read in full on your own)

1. Reminders to read
   1. How do we promote school spirit? (ponder as you go)
   2. “*out of respect for patrons who prefer that pictures of their children are not circulated over the internet, we ask that teachers do not post pictures of their students on any social media*.” (sending a friend an email attachment is one thing, but posting pictures on social media is another thing.)
   3. Literacy program reminder: SMS has a number of writing discussion related activities to be employed at each grade level- especially in creative writing times. (saved on O/ teachers/ SMS literacy program)
   4. Music teacher is planning all song chapels this year
   5. Yearbook committee is:
   6. Math fact memorization scope and sequence is evaluated by using the IU13 math fact evaluations at least twice each year. (teachers will be given these evaluations to use in their class at the appropriate time)
   7. Keep ears open for students who need speech therapy. (also IU reading and math services are being offered this year)
   8. Field trips- responsibility of the homeroom teacher. Plan when convenient and use buses. Discuss with administrator as you plan.
   9. Progress reports are the responsibility of the teacher (the “half quarter” is listed on calendar as a reminder to send these)
      1. Simply staple them shut and write the parents name on the outside and slip in the Monday Folder.
      2. Only do for students who are struggling
   10. Plan to have recesses outside as much as possible (even in winter) to reduce noise for downstairs rooms. Use yacker tracker for noise control if needed.
   11. Be prepared for dismissal at 2:58 P.M. on the dot
   12. Let secretary know if you need band aids or cough drops for the supply in your room.
   13. Note Staff meeting dates for this year- on calendar plan to attend
   14. Morning routine
       1. Begin morning routine as students arrive (sharpen pencils, collect folders, get seatwork organized for the day, have a bellwork assignment, read to the class etc.)
          1. Middle school- warning bell 7:58 and school begins at the 8:00 bell
          2. **Elementary- Take attendance at 8:05 (not late until after 8:05)**
   15. Note- all staff is required to report by 7:40 A.M. on Tuesday/ Thursday and 7:30 AM for staff devotions on Monday, Wednesday, Friday
   16. Conserve trash bags- don’t put the trash out on Wed. if it is only half full. Dump together with other trash etc.

# New teacher orientation items

1. New teacher orientation items
   1. Background check info.
   2. Copy of cards needed for I9 form (drivers license and social security card)
   3. Information for September NL
      1. Picture
      2. Bio- who you are, church attendance, hobbies, why teaching at SMS etc.
   4. Organization of library
   5. Go over faculty handbook
   6. Go over monthly calendar- understand abbreviations
      1. Report cards will always go home at PTF this year. Report cards completed usually 2 days before PTF (Secretary does attendance and prints them out)
      2. Plan for a “grade keeper” training in September (September 12 after Staff meeting?)
      3. General guidelines for faculty devotions (Monday, Wed., Fri. in grade 2 room)
         1. Monday- Prayer
         2. Friday- Praise (singing would be fine)
         3. Other days- Be creative (does not always need to be a “sermon”)
      4. Class chapels, song chapels, chapel group activities
   7. Put name on all receipts and hand them in immediately so secretary can get the money in the right categories.
   8. Procedural details
      1. Chapel procedure- how we go down, how we sit, what we bring
      2. Recess procedure (which bathrooms to use etc.)
      3. What to do with tests and quizzes that go home in Monday folder
      4. What belongs to SMS and what belongs to THMH
   9. Scope and sequence
      1. Define it
      2. What is the purpose
      3. Where do you find it?
         1. In curriculum
         2. Printed copy in my office
         3. Abeka online
         4. BJU online