

**Sierra Linda High School
New Teacher Site Orientation
July 23rd and July 28th**

Thursday, July 23, 2015

School Site Welcome 12:15 p.m. - 3:30 p.m.

12:15 p.m. - 12:45 p.m. School Site Welcome (Mr. Madrid)

- Administration Introductions (Roles on Campus, etc.)
- Bulldog Media Video (Culture and Climate)

12:45 p.m. - 2:00 p.m.

- PBIS Introduction and Training (SLHS PBIS Team)

2:00-2:15

- Break

2:15-3:00 Teacher Handbook/ SLHS FAQ and Answers

- Faculty Master Schedule
- Teaching Schedule
- School Improvement Plan
- Non-instructional duties
- Prep Period/Lunch
- Faculty Odds and Ends
- Parking Permits
- Mailboxes
- Telephone/Voice Mail
- Etc.

3:00p.m. - 3:30 p.m.

- Tour of the Campus
- Check out Keys/Classrooms/Etc.

3:30 p.m. - 5:30 p.m. Classroom Preparation (optional)

Tuesday, July 28, 2015

School Site Overview Professional Responsibilities and School Expectations

7:25 a.m. - 9:30 a.m. Welcome/Continental Breakfast/ SLHS FAQ and Information

- Daily Routine
- Bell Schedules/ Announcements
- School Calendar
- Showing Professionalism
- Attendance Expectations/Procedures (AESOP)
- Sub Plans

- Dress Code
- Social media policies
- Instructional expectations
- Maintaining Accurate Records
- Extracurricular opportunities
- Athletics/Coaching
- Gradebook, Communication Logs
- Student attendance policies
- Student Behavior and Expectation
- Discipline policies/Protocols
- Communication with families
- Phone, email, parent conferences
- Participating in a Professional Community (PLC)
- Club advisor, coach, attending school events
- Professional Development

9:30 a.m. - 9:45 a.m. BREAK

9:45 a.m. - 12:00 p.m. Instructional Resources/Supports

- Evaluation process and timelines
- Growth Plans
- Site Mentor
- Role of the Department Chair
- Media Center
- Bookstore
- Social Worker
- Facilities
- Transportation Policies/Driving the White Bus
- Facility Expectations and Protocols
- Professional Growth

12:00- Lunch/Back to La Joya High School