

# New Teacher Orientation

8/18/17

<b>Time</b>	<b>Agenda Item</b>	
8:00	Welcome	
8:30	Calendar and Schedules	Katrina
8:45	New Employee Paperwork	Chelsie
9:00	New Teacher Packet -	Chelsie
9:15	Copy Machine	Chelsie
9:30	Request Forms - Absence, Activity, Field Trip	Krista
9:45	Kelly Staffing and Substitutes	Krista
10:00	Break	
10:15	Aspire Gradebook	Debbie
10:45	Citizenship/SIT, C4L	Katrina
11:00	Keys to Success	Amanda
11:15	Common Elements of Disclosures	Katrina
11:30	Teacher Budgets - Purchasing	Chelsie
11:45	Background Checks	Chelsie
12:00	Lunch	
1:00	Teacher Preparation Time & Go Get Your Background Checks	