

Sample Orientation Week Schedule

Monday

- 9:00 AM -- Arrival
- 9:15 AM -- Devotional and Prayer
- 9:30 AM -- Orientation
 - Faculty policies
 - Discuss handbook
 - Question and Answer Time
- 12:00 -- Lunch
- 1:15 PM -- Wong Video
- 2:30 PM -- Teachers examine textbooks for quantity, anything missing, are numbers visible, condition, etc.; Work in classrooms
- 3:25 PM -- Prayer
- 3:30 PM -- Dismissed for the day

Tuesday

- 9:00 AM -- Arrival
- 9:15 AM -- Devotional and Prayer
- 9:30 AM -- Wong Video
- 12:00 -- Lunch
- 1:15 PM -- Teachers prepare classrooms/Long range and short range planning (to be turned in Monday)
- 3:25 PM -- Prayer
- 3:30 PM -- Dismissed for the day

Wednesday

- 9:00 AM -- Arrival
- 9:15 AM -- Devotional and Prayer
- 9:30 AM -- Location and description of teacher resources
 - Procedure for check out and use of teacher resource
 - Procedure for purchases and repairs, Office procedures
- 10:30 AM -- Wong Video
- 12:00 -- Lunch:
- 1:15 PM -- Teachers prepare classrooms/Elementary plan basic daily schedule turn form in by Monday

Thursday

- 9:00 AM -- Arrival
- 9:15 AM -- Devotional and Prayer
- 9:30 AM -- Each teacher given a copy of how to input grades in computer with explanation by Mrs. Johnson (resident computer guru)
- 10:30 AM -- Wong Video
- 12:00 -- Lunch:
- 1:15 PM -- Teachers prepare classrooms/Long range and short range planning

Friday

- 9:00 AM -- Arrival
- 9:15 AM -- Prayer meeting
- 9:30 AM -- Meeting about Parents Meeting at night
Greeting to parents. Remarks by Mrs. Johnson about goals for the year and policies for elementary school. Then Dr. Johnson introduces plans and policies for secondary school. Question and answer time. Refreshments.
- 9:45 AM -- Wong Video
- 12:00 -- Lunch

- 7:30 -- Teachers meet at the school for the Parent's Orientation