

Frequently Asked Questions about NEO

Please scroll down for answers.

1. What is NEO and is it mandatory?
2. If I missed NEO last year can I attend this year?
3. Will I be paid? When & how much will I be paid?
4. I taught for many years elsewhere; do I still need to go?
5. What if I can't attend all of the days?
6. What if I am a part-time teacher?
7. Which site should I attend and where do I park on curriculum days (Aug. 21 & Aug. 22)?
8. What if I am not a classroom teacher?
9. What if I don't know the grade and/or subject I will be teaching?
10. What if I will be teaching multiple grades or subjects?
11. I am a new special education teacher, how will NEO be different for me?
12. Do I need to register in advance and is there a deadline for registration?
What if I do not have a password?
13. How do I register and will I get a registration confirmation?
14. Once I have registered do I need to sign in every day?
15. What will happen at NEO during the curriculum days (Aug. 21, & 22)?
16. Do I need to bring anything and what should I wear?
17. Will food be provided during the curriculum/Special Education days?
18. How do I get the address and directions to the site?
19. What if I have questions regarding all those employee forms that I downloaded and what should I do with it?
20. What if I still need to get fingerprinted?
21. What if I will have already gone to a curriculum training this summer?
22. I am a 12-month employee returning to a 10-month classroom-teacher position. Can I still attend NEO?
23. When is my first day of work?
24. What if I have questions that are not addressed above?

1. What is NEO and is it mandatory?

The New Educator Orientation (NEO) is a professional development training opportunity that introduces educators to Montgomery County Public Schools (MCPS) as part of its comprehensive induction program. You will receive payment for participating. Though not mandatory, New Educators are expected to attend and benefit from this orientation.

2. If I missed NEO last year can I attend this year?

If you were hired by MCPS **AFTER** August 18, 2017, you can attend the orientation this year.

3. Will I be paid? When and how much will I be paid?

If you are a new-to-MCPS educator who was hired after August 18, 2017, **and you have not previously attended NEO**, you will receive payment for each full day of the orientation that you attend. It is important that you **sign in at the registration tables on BOTH days at all locations**.

You will receive payment for stipend days in one of the October paychecks.

For questions regarding stipend days, please contact Geetha_M_Kumar@mcpsmd.org at the **end of October**.

4. I taught for many years elsewhere; do I still need to go?

Yes, all new-to-MCPS educators are expected to attend NEO. In fact, 95% of the new educators who attended NEO in the last four years recommend that you attend. Every school district does things a little differently, and MCPS has specific academic & system requirements. Each year MCPS implements new policies and procedures. NEO will introduce you to our strategic plan, curriculum revisions, and new system initiatives.

5. What if I can't go to all of the days?

You should plan to attend both days if possible. However, if you are not in attendance, you will not be paid.

6. What if I am a part-time teacher?

You are still eligible to attend. You should plan to attend the same hours as everyone else during the orientation and will receive the same stipend as others for the stipend days.

7. Which site should I attend and where do I park on curriculum days (Aug. 21 & Aug. 22)?

Please refer to the [Specialty Site Assignments 2018](#) for site details. You can park in the school parking lot in the designated areas in the school you are expected to attend.

8. What if I am not a classroom teacher?

Support professionals, such as para-educators and instructional assistants, **are not** eligible to attend. Educators in the following specialty areas often have separate arrangements. Those areas are: School Counselor, Media Specialist, Occupational Therapist/Physical

Therapist, and Speech Pathologist. Click on [Specialty Site Assignments 2018](#) for the name and phone number of a contact person in your specialty area. *Follow directions from the supervisor/coordinator in your specialty area.*

9. What if I don't know the grade and/or subject I will be teaching?

The principal at your new school should be able to advise you which curriculum training you should attend during NEO. Note: the curriculum training will be broken out by grade at the elementary level and by subject at the secondary level. Participants are asked to register for a **single** section and attend the same session throughout the two curriculum days.

10. What if I will be teaching multiple grades or subjects?

The curriculum training is broken out by grade at the elementary level and subject at the secondary level. If you are teaching multiple elementary grades or multiple secondary subjects, you should ask the principal or the staff development teacher at your new school for guidance on how to divide your time. You must register for a **single** section and should continue to attend the same session throughout the two curriculum days.

11. I am a new special education teacher, how will NEO be different for me?

For Day 1 and Day 2, special education teachers of diploma-bound students will attend the general education curriculum section appropriate to the grade level and/or content area they will be teaching.

Special Education teachers of certificate bound students pursuing alternate learning outcomes including students in special programs or schools (LFI, SCB, Autism classic, Extensions, Longview, Stephen Knolls, Rock Terrace) will go to the following schools: Northwest HS (elementary) and Sherwood HS (secondary). There will be special curriculum training opportunities at both sites.

After signing in the first day of the general sessions, all Special Education teachers should sign in again at the Special Education Table in the registration area. Representatives from the Department of Special Education will be able to help you choose the most appropriate curriculum training to attend.

All Special Education Teachers should also plan to attend the additional training day (paid at the same stipend rate) for Special Education on Thursday, August 23, 2018, at Sherwood High School. There is a *separate registration on PDO for the additional training day so special educators will need to register for both the regular sessions and the additional day.* **For question about any of the NEO days for special educators, please contact Genevive Goodman, Jessica Gould or Jackie Hongladarom at 240-740-3900.**

12. Do I need to register in advance and is there a deadline for registration? What if I do not have a password?

Yes. Advance registration is helpful to our planning by giving us an idea of how many educators in each grade and subject will be attending. Accurate numbers help ensure enough training materials for all participants and help us plan to meet your professional

development needs. Register in advance only if you know your school.

For those participants who do not register beforehand, **Late Registration Table/Walk in Registration table** is open at both locations for you to walk-in, register and sign in on both days.

New educators who do not receive their password on time can do a “walk in” registration at the **Late Registration Table** in the respective sites.

***All new educators, regardless of online registration or walk in registration, are expected to sign in at the Registration Table on BOTH days in order to receive payment.**

13. How do I register and will I get a registration confirmation?

Registration for NEO will open on Friday, July 6, 2018. Registration is online through the MCPS Professional Development Online (PDO) System. To register, go online to <http://pdo.mcpsmd.org> and look for the “Course Search” box on the home page; enter **NEO: New Educator Orientation 2018** in the “Course Title” field and click the “Find Courses” button. Once at the course, click the “View Sections” button; then choose and click on a section. Once at the section details page, find your appropriate section and click the “Register for Course” button. A **confirmation email** will be sent to your MCPS email once you have registered on the PDO.

Click here for [Directions for Professional Development Online Registration](#) for details.

14. Once I have registered do I need to sign in every day?

All new educators, regardless of online registration or walk in registration, are expected to sign in at the Registration Table on BOTH days in order to receive the payments.

15. What will happen at NEO during the curriculum days (Aug. 21 and Aug. 22)?

Professional development training sessions are planned to help you learn about the MCPS curriculum you will be teaching and to get ready for the first weeks of school. A more detailed agenda for each level will be provided on site.

16. Do I need to bring anything and what should I wear?

Yes, notebooks will be provided the first day, and participants are encouraged to use them. These are professional meetings so the expectation for attire is **business casual**.

17. Will food be provided during the curriculum/Special Education days?

Coffee, tea & water will be provided each morning. Participants may bring their own lunch or buy lunch locally on Tuesday, Wednesday, and Thursday. A list of local restaurants and fast food options will be available on site.

18. How do I get the address and directions to the site?

The address for Northwest High School is 1350 Richter Farm Road, Germantown, MD 20874; the address for Sherwood HS is 300 Olney-Sandy Spring Road, Sandy Spring, MD 20860. For specific directions from your individual location, you can use Map Quest or Google Maps.

19. What if I have questions regarding all those employee forms that I downloaded and what should I do with it?

Representatives from payroll, insurance & retirement, staffing, and other areas will be available in the afternoon at Northwest HS on August 21, 2018 and in the afternoon at Sherwood HS on August 22, 2018 to answer your questions. We encourage you to bring a **copy of your license** in order to save time. (front and back)

You can **turn in all the forms** to the representatives at the respective schools on the dates mentioned above.

20. What if I still need to get fingerprinted?

Please visit the following link to get detailed information regarding fingerprinting.

<http://www.montgomeryschoolsmd.org/uploadedFiles/departments/personnel/fingerprint/Fingerpriting%20Information%20Sheet%204.5.18.pdf>

21. What if I have attended a curriculum training this summer?

This orientation is still recommended. You will receive additional information about system requirements and resources, and get a chance to network with other new teachers.

22. I am a 12-month employee returning to a 10-month classroom-teacher position. Can I still attend NEO?

Yes, you are eligible, and invited, to attend NEO this year and will be paid the same payment as new educators.

23. When is my first day of work?

Your first contractual day of work will be **Monday, August 27, 2018**. This is the first day of the professional development week for all classroom employees.

24. What if I have questions that are not addressed above?

You can email your questions to [Yolanda Stanislaus@mcpsmd.org](mailto:Yolanda.Stanislaus@mcpsmd.org) or [Geetha M. Kumar@mcpsmd.org](mailto:Geetha.M.Kumar@mcpsmd.org) or call the Office of Human Resources and Development, 301-217-5100, between the hours of 9:30 a.m. and 1:30 p.m., Monday through Friday.