



# CHECKLIST for SITE ORIENTATION

## General

- Culture of the school
- Norms and expectations at the site
- Expectation from the community
- District-adopted curriculum and materials
- Primary Language Support Services
- Tour of the site; site personnel and staff roster
- Introductions to clerical and custodial staff
- Vision and Mission statements

## Procedures

- Bell & bus schedule; telephone; and keys
- School calendar; school map; parking
- Attendance
- Discipline; use of cell phones
- Adjunct duties and assignments; breaks and lunch
- Assemblies; library
- Out of class (restrooms, hall passes, etc.)
- Field trips
- Sub finder; substitute lesson plans
- Parent conferences
- Ordering materials and supplies
- Back-to-School Night

## Health and Safety

- Emergency cards
- Emergency drills and evacuation
- School Crisis Plan
- Disaster Plan and my role within this plan
- Accident Reports and First Aid Kit
- School site medical emergency procedures
- Mandated procedures for child abuse reporting
- Procedures dealing with blood-borne pathogens
- Identify students with special medications, restrictions, modifications of program

## Policies

- Reimbursement for materials purchased
- Insurance program and benefits
- Sexual harassment
- Discipline
- Homework
- Paraprofessionals
- Evaluation
- Other mandated policies

## Forms

- Insurance
- Report cards
- Transportation request
- Re-admit to class
- Student Study Team and IEP referrals
- General referrals
- Supply requisitions
- Custodial requisitions

## Materials

- Grade book and lesson planner
- Teacher and student instructional materials
- State Frameworks
- School handbook and staff handbook
- Class list/roster
- Supplies (location, procedures)

## Technology

- Copy machine
- VCR/DVD and monitor
- Computers
- Computer lab scheduling and usage
- Technology use plan

**Site-specific issues that are critical to successfully navigating the school environment:**