

# New Teacher Orientation Checklist

## District -Wide

- School Safety Plan
  - Intruders
  - Weapons
  - Tornado
  - Fire
  - Evacuation
  - Crisis plan locations and use of class rosters
  - Emergency contact button
  - Bullying/harassment
  
- Access to buildings
  - Procedure for visitors (entry to building, ID badges, etc)
  - Keys
  - Alarms/access points/codes
  - Name badges/ID
  - Reserving/using facilities (gym, auditorium, conference room, computer labs)
  - Parking
  
- Communication
  - Addresses
  - Phone numbers
  - Phone Use
  - School website and sign
  - e-mail
  - Faxes
  - Faculty mailboxes
  - Outgoing mail
  - School messenger system
  - District calendar
  - Intercom
  
- Lunch Accounts
  
- Money Collection and Deposit Procedures
  
- Purchase Requests (E-Req system)
  
- Staff Absences
  - Types
  - Forms

- Procedures for obtaining substitute
- Professional Leave and PDP Toolbox
- Faculty and student handbooks
- School Nurse
  - Medications policy/procedures
  - Routine screenings
  - Services offered
  - Referral procedures
  - Special needs students
- Resources
  - Photocopies/Paper
  - Video/AV
  - Textbooks/workbooks
  - Available Instructional Programs
    - Accelerated Reader
    - Academy of Reading/Math
  - Library Media Center and Staff
    - Online Resources
    - Card Catalog
    - Equipment
  - Medical, dental, and clothing help for students
- Special Education
  - Roles of paraprofessionals
  - Inclusion program and adaptations
  - Student referral process
- Professional Aspects
  - Arrival/departure times
  - Dress code
  - Leaving the building during the day
  - In-service expectations
  - Faculty committees and teaming assignments
  - Late-start Wednesday collaboration time
  - Maintaining teaching certificate/license
- Evaluation Procedures
  - Informal observations
  - Formal observations

- Timeline
- Tenure
- Reprimands/areas for improvement
- Personnel file
  - Content
  - Access
  
- Technology
  - Acceptable Use Policy
  - Available Equipment and checkout
  - Passwords
  - E-mail etiquette/suggestions
  - Computer maintenance and routine clean-up
  
- Supervision Duties
  - Lunch
  - Hall
  - Playground
  - Bus
  - Locker Room
  
- Optional extra duties
  - Coaching or sponsoring a club or organization
  - Substituting during plan time for extra pay
  - Before or After School Programs
  - Summer School
  
- Open House/Parent Teacher Conference

### **Curriculum**

- District and Building Mission Statements
  
- School Improvement Plan
  
- State curriculum
  
- Assessments:
  - State tests
    - Subject areas
    - Grade levels
    - Timeline
    - Preparation materials/resources

- AYP target goals
- MAP
  - Subject Areas
  - Grade Levels
  - Timeline
- Building Specific:
  - Star
  - Dibels
  - Gack
  - ACT
  - Plan
- Class Schedules
  - Master Schedule
  - "Specials" and recess schedule for elementary

### **Infinite Campus**

- Set-up/Use
  - Grading Scales
  - Weighting
  - Terms
  - Outcomes
  - Lesson Planner
  - Upcoming Assignments
  - Copying Groups or Lesson Plans
  - Filling in Scores
- Attendance
  - Absences
  - Tardies
- Reports
  - Format
  - Uses

## Classroom Issues

- Lesson Planning
  - Incorporation of state standards
  - Format
  - Requirements
  - Short-term
  - Long-range
  
- Gradebook
  
- Building-level discipline plan/procedures
  
- General Procedures
  - Basic classroom rules
  - Attendance/Tardies
  - Classroom jobs or roles for students
  - Bell-work, warm-ups, sponge activities
  - Passing out supplies
  - Collecting work
    - Turning in assignments to teacher
    - Returning graded assignments to student
  - Assignment policies and procedures
    - Heading
    - Use of pen or pencil
    - Writing on back of paper
    - Neatness/handwriting
    - Incomplete work
    - Late work
  - Student movement in and out of classroom
    - Hall pass
    - Restrooms
    - Traveling to P.E., music, library, lunch, etc.
  - Signals for student attention
  - Assembly procedures and behavior
  - Student talking during:
    - Class discussion
    - Group work
    - Independent work
  - Procedures and expectations for group and independent work
  - Monitoring student progress
  - Re-teaching/re-testing procedures
  - Keeping students up-to-date with grades/progress

- Contacting parents (positive and areas of concern)
- End of the day dismissal procedures
  
- Classroom party guidelines
  
- Use of classroom volunteers
  
- Organization and storage of classroom materials and textbooks
  
- Filing system
  - Communications
    - District office
    - Principal
    - Collaboration teams
    - Parents
  - Student records
    - Behavior
    - Reading groups and records
    - Academic
  - Professional portfolio (examples of best lesson plans with student samples)
  - Lessons, activities, resources
  - Electronic documents
    - Naming documents
    - Using file folders
    - Backing up storage
  - Personal records
    - Pay
    - Leave
    - Evaluation
    - Letters/ notes/mementos

**Community and School Culture**

- Characteristics of community
  - Income levels
  - Housing
  - Occupations
  - Influences
  - Norms and expectations
- Characteristics of students