



NORTH COAST
SCHOOL OF EDUCATION

North Coast Teacher Induction Program
CHECKLIST FOR SITE ORIENTATION

General	Forms
<ul style="list-style-type: none"><input type="checkbox"/> Culture of the school<input type="checkbox"/> Norms and expectations at the site<input type="checkbox"/> Expectation from the community<input type="checkbox"/> District-adopted curriculum and materials<input type="checkbox"/> Primary Language Support Services<input type="checkbox"/> Tour of the site; site personnel and staff roster<input type="checkbox"/> Introductions to clerical and custodial staff<input type="checkbox"/> Vision and Mission statements	<ul style="list-style-type: none"><input type="checkbox"/> Insurance<input type="checkbox"/> Report cards<input type="checkbox"/> Transportation request<input type="checkbox"/> Re-admit to class<input type="checkbox"/> Student Study Team and IEP referrals<input type="checkbox"/> General referrals<input type="checkbox"/> Supply requisitions<input type="checkbox"/> Custodial requisitions
Procedures	Materials
<ul style="list-style-type: none"><input type="checkbox"/> Bell & bus schedule; telephone; and keys<input type="checkbox"/> School calendar; school map; parking<input type="checkbox"/> Attendance<input type="checkbox"/> Discipline; use of cell phones<input type="checkbox"/> Adjunct duties and assignments; breaks & lunch<input type="checkbox"/> Assemblies; library<input type="checkbox"/> Out of class (restrooms, hall passes, etc.)<input type="checkbox"/> Field trips<input type="checkbox"/> Sub finder; substitute lesson plans<input type="checkbox"/> Parent conferences<input type="checkbox"/> Ordering materials and supplies<input type="checkbox"/> Back-to-School Night	<ul style="list-style-type: none"><input type="checkbox"/> Grade book and lesson planner<input type="checkbox"/> Teacher and student instructional materials<input type="checkbox"/> State Frameworks/State Standards<input type="checkbox"/> School handbook and staff handbook<input type="checkbox"/> Class list/roster<input type="checkbox"/> Supplies (location, procedures)
Health and Safety	Technology
<ul style="list-style-type: none"><input type="checkbox"/> Emergency cards<input type="checkbox"/> Emergency drills and evacuation<input type="checkbox"/> School Crisis Plan<input type="checkbox"/> Disaster Plan and my role within this Plan<input type="checkbox"/> Accident Reports and First Aid Kit<input type="checkbox"/> School site medical emergency procedures<input type="checkbox"/> Mandated procedures for child abuse reporting<input type="checkbox"/> Procedures dealing with blood-borne pathogens<input type="checkbox"/> Identify students with special medications, restrictions, modifications of program	<ul style="list-style-type: none"><input type="checkbox"/> Copy machine<input type="checkbox"/> VCR/DVD and monitor<input type="checkbox"/> Computers<input type="checkbox"/> Computer lab scheduling and usage<input type="checkbox"/> Technology Use Plan<input type="checkbox"/> Web page (district/school-login and usage), Email<input type="checkbox"/> Phone system orientation-voice mail
Policies	Site-Specific issues critical to successfully navigating the school environment
<ul style="list-style-type: none"><input type="checkbox"/> Reimbursement for materials purchased<input type="checkbox"/> Insurance program and benefits<input type="checkbox"/> Sexual harassment<input type="checkbox"/> Discipline<input type="checkbox"/> Homework<input type="checkbox"/> Paraprofessionals<input type="checkbox"/> Evaluation<input type="checkbox"/> Other mandated policies	