

NORTH COAST SCHOOL OF EDUCATION

CHECKLIST FOR SITE ORIENTATION

General
<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 <input type="checkbox"/> Education Specialist Services <input type="checkbox"/> Contract access
Procedures
<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 phones/tech/media <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/folder <input type="checkbox"/> Parent conferences; Volunteers <input type="checkbox"/> Ordering materials and supplies <input type="checkbox"/> Back-to-School Night, Open House
Health and Safety
<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 (location of meds), restrictions, modifications of program
Policies
<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

Forms
<ul style="list-style-type: none"> <input type="checkbox"/> Insurance <input type="checkbox"/> Report cards/progress reports for student work <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/Maintenance requisitions <input type="checkbox"/> Technology repair requests
Materials
<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)
Technology/Media
<ul style="list-style-type: none"> <input type="checkbox"/> Copy machine <input type="checkbox"/> DVD and monitor/projection device/Smart boards <input type="checkbox"/> Computers access and permissions <input type="checkbox"/> Computer lab/rotating cart scheduling and usage <input type="checkbox"/> Technology Use Plan <input type="checkbox"/> Web page (district/school-login and usage), Class web page, email <input type="checkbox"/> Phone system orientation-voice mail <input type="checkbox"/> Document camera <input type="checkbox"/> Site-Tech Support <input type="checkbox"/> Access to student information and student data systems
Site-Specific issues critical to successfully navigating the school environment
Empty box for site-specific issues