

# School Based Orientation Checklist for New Teachers

The following orientation checklist has been developed to assist schools when introducing and welcoming new members to your school staff. Please feel free to revise and adapt the list specific to your school needs. The goal of this checklist, and therefore the orientation, is to promote and develop teacher confidence to ensure a successful start to the year and profession.

## Building Tour: School layout and location of:

- Washrooms
- Staff Room
- Office
- Chapel
- Location of, and Introductions to, key personnel: Administrative Team, Chaplain, Librarian, Site Administrator, Secretaries, Custodians, Guidance / Student Services, Resource Teachers, Educational Assistants, Curriculum Leaders / Department Heads, Lead Teachers, OECTA staff representatives
- Rooms for music/art/physical education/computers
- Audiovisual Equipment
- School Yard – Duty Areas
- Hallways / Stairwells – Duty Areas
- Teacher Parking

## Building Procedures:

- Hours for teachers, signing out of keys, building use at other times
- Extra duties, bus (routines), clubs, activities, chaperoning
- Attendance policies and procedures (i.e. ESIS)
- Daily school routines: announcements, movement of students, entry/exit from building, washrooms, lunch
- Locks / lockers
- Student and teacher dress code
- Emergency Plans / Fire drills
- Lunch supervision, eating arrangements
- Student accidents, emergencies
- Phone / fax instructions / PA
- Set-up email accounts
- Electronic grade book

### **Access to Resources:**

- Classroom and teaching supply requisitions, budget process
- Audiovisual equipment requests
- Computer access (sign-up) for teacher use and for student use
- Discretionary funds (saving receipts)
- Shared equipment and materials
- Textbooks, supplemental materials
- Location and operation of copy machines, transparency machines, laminating equipment and supplies

### **Student Discipline:**

- Behaviour expectations for hallway, lunch, washroom, school yard
- Establishing and enforcing classroom behaviour expectations and routines
- Consequences for extreme behaviour problems (contact parent, referral)
- Referral process for students with special needs (gifted, special education)
- Detention Room (protocol)

### **Curriculum / Program:**

- School Success Plan and Process
- Mentoring Support
- Curriculum guidelines
- Division / Department Planning / Collaboration
- New Teacher Program / Upcoming PD Opportunities / Registration
- Timetables / Schedules / Class lists
- Mass Schedule / Protocol / Procedures
- Field Trip Procedures
- Profiles of High needs Students
- Special Education Policies and Procedures
- Special Education Programs
- Opening day schedule, appropriate plans, administrative details
- Homework Policy
- Open House / Program Night – Expectations / Roles

### **Personal and Professional Decisions and Procedures:**

- Calling in sick and personal or professional days (SEMS)
- Expectations for sharing with colleagues; what others can do for you
- Adjustment to a new job
- Performance review (evaluation)
- Professional portfolios
- Lesson plan procedures and expectations
- Classroom assessment system, rubrics, and tests as feedback for instruction
- Subject matter experts on the building staff
- Teaching teams or shared responsibilities
- Grading procedures for day-to-day records (report cards later)
- Teaching / Learning Resources (PM Benchmarks / CASI, Literacy Initiatives, EQAO)
- Contacting Parents / Letters Home
- Meetings / Interviews with Parents

### **Organizing the Classroom:**

- Options for room arrangement and its effect on teaching and learning
- Student work collection and distribution system
- Storage and access to materials
- Student access to texts, equipment, and teaching centers