

New Teacher Orientation Checklist

District

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|--|---|
| <input type="checkbox"/> W-2
<input type="checkbox"/> Liability
<input type="checkbox"/> Flex Spending (Medical/Daycare)
<input type="checkbox"/> School Calendar
<input type="checkbox"/> Addresses/Phone #s
<input type="checkbox"/> Ordering/Budget/Purchase Order
<input type="checkbox"/> Professional Learning Community | <input type="checkbox"/> Sick leave/Request to be Absent
<input type="checkbox"/> Insurance/Fitness Discount
<input type="checkbox"/> ESS/Salary/Pay Periods

<input type="checkbox"/> Evaluations
<input type="checkbox"/> Office Staff Roles
<input type="checkbox"/> Request for Reimbursement |
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Building Policies/Procedures

- | | |
|--|--|
| <input type="checkbox"/> Student Dress Code
<input type="checkbox"/> Extra Duties
<input type="checkbox"/> Visitors
<input type="checkbox"/> Keys/Hours Building is Open/Alarms
<input type="checkbox"/> Meeting Schedules
<input type="checkbox"/> Committees
<input type="checkbox"/> Phones

<input type="checkbox"/> Making Copies, Scanning, Printing, etc...
<input type="checkbox"/> Computer Access for Teachers/Students
<input type="checkbox"/> Request for Staff Development
<input type="checkbox"/> Lost and Found
<input type="checkbox"/> Key People to Know * | <input type="checkbox"/> Parking
<input type="checkbox"/> Social/School Events/Activities
<input type="checkbox"/> Field Trips
<input type="checkbox"/> Lunch Account
<input type="checkbox"/> Map/Tour of Building
<input type="checkbox"/> Inter-school Mail
<input type="checkbox"/> Voice Mail (enter greeting/retrieve <i>messages</i>)

<input type="checkbox"/> Student Cumulative Folders
<input type="checkbox"/> Continuing Education Units
<input type="checkbox"/> Media Equipment
<input type="checkbox"/> Student Activity Account Funds |
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*Office Staff, Custodians, Food Service, Social Worker/Counselor/Psychologist, Special Education Staff, Nurse, Technology Coordinator, Building Representatives for Education Minnesota.

Classroom

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|--|---|
| <input type="checkbox"/> Emergency Drill & Lock Down Procedures
<input type="checkbox"/> Lunch Schedule/Procedures/Rules
<input type="checkbox"/> Discipline Policies

<input type="checkbox"/> Class Lists
<input type="checkbox"/> Expected Curriculum and Pacing Plans | <input type="checkbox"/> Hall Passes
<input type="checkbox"/> Computer Room & Library Use
<input type="checkbox"/> Student Movement: restroom, hall, lunch, bus

<input type="checkbox"/> Grading Scale/Procedures/Online Program
<input type="checkbox"/> Course Syllabus/Expectations/Lesson Plans |
|--|---|

- Textbooks/Supplemental Materials
- Web Page
- Class Schedule
- work
- Student handbook and other policies
- Substitute Teacher Folder
- Dismissal

- Staff Email
- Attendance Procedures
- Late work/make-up work/incomplete work
- Extra Credit Policies
- Weather Related Late Start/Early Dismissal

- Activities to do when work is completed
- Expectations
- Student Helpers/TAs
- Snack/Milk Break
- student
- Transitions between activities
- Rules/Classroom Procedures *
- supplies/assignments *Lining up, sharpening pencils, getting drinks/bathroom breaks, signal for getting attention, etc.

- Assignment Book/Homework
- IEPs/504/Case-manager
- How to implement modifications/refer a student
- Working with Paraprofessionals
- Handing out and collecting

Where to find

- | | |
|--|--|
| <input type="checkbox"/> First-aid supplies | <input type="checkbox"/> Mail boxes |
| <input type="checkbox"/> Classroom supplies | <input type="checkbox"/> Printers |
| <input type="checkbox"/> Fax machines | <input type="checkbox"/> Copy Machines |
| <input type="checkbox"/> Restrooms (staff/student) | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Pop Machines | <input type="checkbox"/> Coffee/water |
| <input type="checkbox"/> District Forms | |

When and where...

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|---|---|
| <input type="checkbox"/> does my day begin? | <input type="checkbox"/> is my workday over? (Friday/end of week) |
| <input type="checkbox"/> do I eat lunch? | <input type="checkbox"/> can I have a break? |

What should I do if...

- | | |
|--|--|
| <input type="checkbox"/> a student becomes ill? | <input type="checkbox"/> something is stolen? |
| <input type="checkbox"/> a student misses the bus? | <input type="checkbox"/> a stranger is in the hall? |
| <input type="checkbox"/> I suspect child abuse? | <input type="checkbox"/> a student needs medication? |
| <input type="checkbox"/> a student needs to call home? | |

Other Questions I have:

Have we covered everything...Questions I've wanted to ask, but...

ADMINISTRATION:

- What do I do if I need to be away from school to attend a meeting or conference?
- What should I do if I am ill and cannot come to work?
- Whom should I talk to about personal concerns involving myself and other staff members?
- What should I do if I am having personal problems with a team or department member?
- What should I do with a student that I cannot discipline?
- How do I get supplies for my room?
- Is there any money to buy supplies that are not in the building?
- How can I get things like desks or furniture moved in my room?
- May I bring my own chair/equipment to put in the room?
- Am I required to attend parent organization meetings?
- What should I do if my room is too hot or cold?
- Are there restrictions on how much I can copy?
- What can I ask a teaching assistant to do for me?
- What are my responsibilities if I have a special education student in my classroom?
- May I contact people in the district office or should I go through the principal's office for my request?
- Are there funds for workshops outside the district and how do I apply for these funds?
- Who will be evaluating me?
- How do I get involved with district curriculum projects and other projects that are done on a district-wide basis?
- Do I need to purchase liability insurance?
- What should I do if I want to take my students on a field trip?
- How do I get a bus for a field trip?
- Can parents drive on field trips?
- Can I transport students in my car?
- What can I do if I get sick in the middle of the school day?
- Do I have to join the Teacher's Association?
- Do I have to get approval before I buy something for my classroom?
- If I spend my own money to purchase something for my classroom, is there some way for me to get the money reimbursed?
- If I want to talk to the principal, should I drop in the office, write a note, or ask for an appointment?
- If I feel a student is wearing inappropriate clothing, what can I do?
- Is there a building handbook I should use?
- What should I do when I don't know what to do?
If a student in my class is experiencing emotional/academic difficulties, who in the building do I contact?
- Who in the building can assist me in dealing with a "difficult" parent?

- If I am experiencing some personal dilemmas, is there a confidential resource within the building that I may talk to?
- If I am aware of a tragedy one of my students is experiencing, to whom do I report my suspicions?
- What are the end-of-year procedures?

CURRICULUM:

- Bulletin Board Ideas
- Am I expected to get a certain amount done by the end of the school year?
- Can I add or subtract things from curriculum?
- Are there any restrictions on whom I invite to be a guest speaker?
- May I have animals in the classroom?
- What should I do if I don't have enough books or workbooks?
- If I don't quite understand what the curriculum guide suggests, whom should I ask?
- Is there a standard for grading that I must follow?
- Are there rules about make-up work for students who miss?
- What can I ask the media specialist to help me with when preparing a lesson?
- What type, if any, lesson plans do I need to have?
- If I have a substitute teacher, what do I need to do?
- What is my relationship to the department head/team leader?
- How much of what I am teaching do I need to share with others?
- Are department or team meetings required if I have other district duties outside of the building?
- What is my role with the specialist in PE, art, music, etc.?
- What should I do when I don't know what to do with a curriculum question?

BUILDING:

- How do I know when I am responsible for various building duties?
- Do I need to check at the principal's office when I arrive and leave the building?
- Where do I make personal telephone calls?
- When can I work in the building outside of normal school hours?
- May I have a key to the building?
- Should I lock my classroom at night?
- May I take school equipment home to use?
- What time do I need to arrive in the building on school days?
- Are there restrictions on who uses which copiers in the building?
- What if I need something laminated?
- What do I need to do if I want to eat a hot lunch from the school cafeteria?
- How do I get help when a student throws up in the classroom?
- If I have something heavy to carry, may I ask for help from the custodian?
- May I go to the teachers' lounge during my planning time, or do I need to spend planning time in my classroom?