

SCHOOL ORIENTATION CHECKLIST

Use this checklist as a guide to cover the information and logistics that are needed when you are new to a school.

- School Calendar and handbook
- Introduce yourself to the Office Administrator and Custodial staff
- School arrival and dismissal times
- Attendance procedures for students
- Procedures for late arrivals and permission to leave early
- First day procedures
- Opening exercises
- Announcements
- School rules
- Procedures for sending students to the office
- Supervision schedule and responsibilities
- SEMS procedures
- Class lists
- OSR storage and sign out procedures
- Computer lab bookings
- Photocopying procedures
- Obtaining supplies
- Fire drills and other emergency procedures

- New student procedures
- Homework policy
- Assemblies
- School Council
- Volunteer procedures
- Petty cash
- Social committee
- Schedules and timetables
- Student medical procedures
- Procedures for accident reports
- Health and safety issues
- _____
- _____
- _____

- NTIP overview:**
 - 1. Components of NTIP
 - 2. Individual NTIP Strategy Form
 - 3. Appraisal Process for New Teachers
 - 4. Mentoring (Mentor Selection)
 - 5. PD for NTIP

- Release Days:**
 - 1. Purpose
 - 2. Scheduling
 - 3. Strategies for preparation