

ELEMENTARY SCHOOL-LEVEL ORIENTATION CHECKLIST

This list recommends items that principals should consider when welcoming and assisting new teachers joining their staff.

Staff introductions

Teachers, E.A.s, Secretaries, Custodians
Grade partners and divisional colleagues

School tour

Classrooms, gym, staff room
Supply / storage areas
Playground duty areas
Epipen locations / first aid supplies
Provide a map of the school's floor plan and playground layout

Library

Library Protocol / A.V. Resources
Grade-level Program Support

School Improvement Plan

Goals, strategies and areas of focus for the year

Emergency / Safety Information

Attendance / Safe-Arrival and absence procedures
Profiles of high-needs students
Crisis response team information
Codes for emergencies
Administration of Medication (Board policy)
Serious accident procedures (WSIB / Student Accident Forms)
Fire drills / emergency procedures

General School Information

School calendar, Teacher Calendar and other important dates
Staff list, school floor plan
Absences / occasional teacher protocol / TSSI information and codes
Schedules (gym, French, physical education, music)
Code of conduct / student dress code / Student Agenda Book
Staff / division meetings
Divisional / School budgets
Daily school routines (such as announcements, entry, and similar)
Excursion procedures
Photocopiers, supply locations, storage areas
Textbook distribution
Security / after-school access
O.S.R. storage / protocols
Computer lab access / "netiquette"
Student referrals, early identification, team meetings / IEP reviews / Reading Recovery / ELLs / (Centres – ISA, Language, TD, SE1, School pre-referral forms, SBRT meetings, etc.)
CAS reporting requirements
Special instructions for phone, fax, first class, mailboxes
Procedures for booking rooms, gym, stage, labs and/or other facilities

Principal signature: _____

Teacher signature: _____

From: YCDSB

This checklist is adapted from the "NTIP Mentoring Demonstration Project" website)