

## SECONDARY SCHOOL-LEVEL ORIENTATION CHECKLIST

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

**Staff introductions**

- Department head(s), department colleagues
- Key office staff, etc.
- Provide full staff list

**School tour**

- Department workroom(s)
- Chapel, library, gym, computer lab, tech area, cafeteria, etc
- Supply / storage areas
- Provide map of the school floor plan and exterior layout

**School Improvement Plan**

- Goals, strategies and areas of focus for the year

**Emergency / Safety Information**

- Attendance procedures
- Crisis response team information
- Serious accident procedures (WSIB / Student Accident Forms)
- Fire drills / emergency procedures / codes for emergencies

**General School Information**

- School calendar, Teacher Calendar, other important dates
- Absences / occasional teacher protocol – TSSI information and codes
- Timetable information
- Code of conduct / student dress code / Student Agenda Book
- Staff / department meetings
- Department / 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, SSI information, IEP reviews, ELL info., etc.
- CAS reporting requirements
- Special instructions for phone, fax, first class, voice mailboxes

**Others**

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Principal signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

**From YSDSB**

*(This checklist is adapted from the “NTIP Mentoring Demonstration Project” website)*