



# Site Orientation

District: \_\_\_\_\_ School: \_\_\_\_\_

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

## General

- Culture of the school
- Vision and Mission statements
- Site norms and expectations
- Community expectations
- Student health resources
- School/District calendar
- Tour of the site
- Introductions to clerical and custodial staff
- District adopted curriculum and materials
- Staff roster, District personnel
- \_\_\_\_\_

## Policies & Procedures

- Mandated reporter/CPS
- CPR Assistance
- Sexual harassment
- Workers' Compensation
- Adjunct duties and assignments
- Union Contract
- Teacher evaluation
- Paraprofessionals
- \_\_\_\_\_

## Site Procedures

- Bell schedule
- School map
- Parking
- Keys, Alarms
- Emergency drills and evacuation
- Attendance/Tardies
- Out of class (restroom, office, etc.)
- Behavior Expectations/Discipline
- Breaks, lunch
- Library
- Assemblies
- Homework
- Field trips
- Substitutes
- Student assessment data reports
- Student Study Team (SST)
- Individualized Education Program (IEP)
- Intervention
- Parent conferences
- Translation
- \_\_\_\_\_

## Technology

- Email
- Voicemail
- Technology support
- Copy machine
- Overhead projector
- Video use
- VCR/DVD/monitor
- Computers/Lab
- Internet Use Policy
- \_\_\_\_\_

## Forms

- Emergency cards
- Progress Reports
- Report cards
- Nurse/Accident reports
- Re-admit to class
- Custodial/Maintenance requisitions
- \_\_\_\_\_

## Materials

- Supply requisition/ordering
- Materials reimbursement
- Supplies—location
- Grade book
- Lesson planner
- Textbooks, materials
- State Frameworks/Standards
- School/Staff handbook
- Class lists/roster
- \_\_\_\_\_

Adapted from Santa Cruz/Silicon Valley New Teacher Project, San Mateo County BTSA Induction Program and Hayward BTSA Induction Program.