

Site/Assignment Orientation Checklist (A-5)

Participating Teacher: _____

School: _____

DIRECTIONS: A professional educator's knowledge of the policies and procedures at their site/assignment is important. This list of discussion topics will help you understand your local teaching context. In a meeting with your administrator or designee, discuss each of these items and obtain your administrator's signature. **If your school/district provides this information in another format, you may attach it.**

Staff Information			
<input type="checkbox"/>	Staff Roster	<input type="checkbox"/>	Staff Responsibilities
<input type="checkbox"/>	School Office Procedures	<input type="checkbox"/>	Teacher Evaluation Process
<input type="checkbox"/>	Daily Communication Procedure	<input type="checkbox"/>	Intervention Programs (Conflict Resolution, Bullying)
<input type="checkbox"/>	School Vision and/or Mission Statement	<input type="checkbox"/>	Substitute Request Procedure
<input type="checkbox"/>	Emergency Procedures	<input type="checkbox"/>	Procedures for Paraprofessionals
School Information			
<input type="checkbox"/>	School Policies	<input type="checkbox"/>	Available Technology and Equipment
<input type="checkbox"/>	Homework Policy	<input type="checkbox"/>	Teacher/Student Internet Use Agreement
<input type="checkbox"/>	Room Environment Expectations	<input type="checkbox"/>	Attendance Procedures
<input type="checkbox"/>	School-wide Discipline Procedure	<input type="checkbox"/>	Hours to be on Campus
<input type="checkbox"/>	Back-to-School/Open House Expectations	<input type="checkbox"/>	Access to Confidential Records
<input type="checkbox"/>	Lesson Plan Expectations	<input type="checkbox"/>	Available Translation Services
Pedagogy - Content and Subject Matter			
<input type="checkbox"/>	Grading and reporting policies	<input type="checkbox"/>	Guidelines for communicating with parents
Universal Access - Equity and Diversity			
<input type="checkbox"/>	Board Policy on Sexual Harassment	<input type="checkbox"/>	Reporting Procedures for Sexual Harassment and Child Abuse
Universal Access – Teaching English Learners			
<input type="checkbox"/>	Instructional program for English learners	<input type="checkbox"/>	Policy/Procedure for Redesignation
Universal Access – Teaching Special Populations			
<input type="checkbox"/>	Site resources available to meet the needs of special populations	<input type="checkbox"/>	Training and support for district procedures related to legal requirements of the Individualized Education Plan (IEP)
<input type="checkbox"/>	Related services and support schedules (speech, counseling, psychologist, vision, hearing impaired, etc)	<input type="checkbox"/>	Special Education Service Delivery Model; collaboration, consultation, co-teaching

Date: _____

Site Administrator/Designee (signature indicates completion)