Orientation Checklist

Below is a list of suggested information items needed by the student teacher.

___ District/school handbook & policies for students and teachers
___ Tour of physical plant; meet office personnel
___ Introduction to staff (informal coffee?); staff meetings
___ Discipline policies
___ Working and storage space for student teacher
___ Daily attendance accounting
___ Student referral forms (e.g., nurse, counselor, attendance officer)
___ Professional use of students’ permanent records
___ Any innovations or pilot programs in operation
___ Fire drills and other emergency procedures
___ Class time schedules; lunchroom schedule and procedure
___ Absence, tardiness, illness (for students and teachers)
___ Resource centers for educational materials (school, district, local, state, national)
___ Dress codes (students and teachers)
___ Seating charts; bulletin boards
___ Textbooks and supplementary materials; curriculum guide
___ Extra-curricular activities
___ Parent conferences and PTO meetings
___ Field trips, parties, fees, etc.
___ Use of community resource persons
___ Equipment and supplies (for students and teachers)
___ Library facilities in school; professional library in district
___ Homeroom procedure; housekeeping responsibilities
___ Duty schedule (bus, study hall, lunchroom playground, assembly, hall)
___ School and/or district calendar
___ Grading and reporting; make-up work
___ Professional organizations (local, state, national)
___ Ordering and use of instructional media equipment
___ Lesson plans
___ Socioeconomic factors influencing students
___ Other ____________________________________________