



# Big Horn County School District #3 Orientation for New Teachers



## Checklist of Suggested Activities for New Teachers Before Starting School

Not every task on this list makes sense for every teacher when they begin teaching. Identify appropriate activities given the experience of your new teachers. This is a checklist for mentors to use when working with a protégé; however administrators may find the list helpful.

<b>Name of New Teacher (or student teacher)</b>	<b>Building</b>	<b>Date</b>
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<b>Building Tour:</b>	<b><i>Person responsible:</i></b> _____
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School layout and location of:

- Washrooms
- Lounge
- Office
- Supply Room
- Key personnel, Administrator, Instructional Facilitator, Secretaries, Custodian, Counselor
- Media Center and audiovisual equipment
- Bus entrance and teacher parking
- Rooms for specialists, nurse, shop, special education, ELL, music/art/physical education
- Other

<b>Tour of Other Important Places:</b>	<b><i>Person responsible:</i></b> _____
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Location and time of New Teacher Orientation (map)

- Central Office, Other Schools (i.e. GMS, GES, GHS)
- Good lunch spots
- Tour of "school population" neighborhood
- Other

<b>Building Procedures:</b>	<b><i>Person responsible:</i></b> _____
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- Hours for teachers, building use at other times
- Extra duties, bus, clubs, activities, chaperoning
- Attendance policies
- Movement of students, entry/exit from building, washrooms, lunch
- Student and teacher dress code
- Emergency Plans/Fire/Disaster drills/Intruder Drills
- Lunch supervision, eating arrangements
- Homework, testing policies
- Student accidents, emergencies
- Pullout programs and need for flexibility
- Set-up email accounts
- Electronic grade book
- Grading Policy / Late Work Policy
- Students Receiving Fs (multiple parent contacts, counselor, principal, Buff Time, Friday School, etc.)
- Other

**Access to Resources:***Person responsible:* \_\_\_\_\_

- Classroom and teaching supply requisitions, budget process
- Audiovisual equipment requests
- Computer access for teacher use and for student use
- Discretionary funds (saving receipts)
- Shared equipment and materials
- Textbooks, supplemental materials
- Location and operation of copy machines, transparency machines, laminating equipment and supplies
- Other

**Student Discipline:***Person responsible:* \_\_\_\_\_

- Behavior expectations for hallway, lunch, washroom, playground
- Establishing and enforcing classroom behavior expectations and routines
- What works for me with our children
- Consequences for extreme behavior problems (contact parent, referral)
- Expected staff supervision outside of classroom
- Referral process for students with special needs (gifted, special education)
- Other

**Curriculum:***Person responsible:* \_\_\_\_\_

- Guides/manuals
- District curriculum development process and resulting expectations for teachers
- Central office staff in curriculum and staff development
- Management of the curriculum demands and pacing of learning
- Introduction to texts and available supplemental materials
- Lesson plan procedures and expectations
- Classroom assessment system, rubrics, and tests as feedback for instruction
- Subject matter experts on the building staff
- Teaching teams or shared responsibilities
- Grading procedures for day-to-day records (report cards later)
- Opening day schedule, appropriate plans, administrative details
- A plan for the first week's lessons (allow for organizing and behavioral teaching)
- Curriculum mapping (scope and sequence)
- Other

**Accountability for Student Learning:***Person responsible:* \_\_\_\_\_

- District strategic planning process and objectives, and implications for teaching
- School improvement planning process, implications of the plan for grade/department level decisions, and individual teaching practices
- Student learning standards and district curriculum goals and expectations for teaching
- State assessment schedules and process and preparation approach (overview only)
- District assessment system, rubrics, standardized test schedules
- Other

**Organizing the Classroom:***Person responsible:* \_\_\_\_\_

- Options for room arrangement and its effect on teaching and learning
- Traffic patterns
- Student work collection and distribution system
- Storage and access to materials
- Student access to texts, equipment, and teaching centers
- Other

**Personal and Professional  
Decisions and Procedures:**

*Person responsible:* \_\_\_\_\_

Calling in sick and personal or professional days [substituteonline.com](http://substituteonline.com)

- Expectations for sharing with colleagues; what others can do for you
- Adjustment to a new job
- Performance review (evaluation)
- Other

**Professional Development:**

*Person responsible:* \_\_\_\_\_

- Obligatory Training
- CPI Initial Training Scheduled for: \_\_\_\_\_
- SIOP Initial Training Scheduled for: \_\_\_\_\_

All of the above items (as relevant) have been completed.

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

**Central Office:**

- Wyoming Certificate
- Original Transcripts
- Contract
- FMLA Explanation
- Staff Handbook (available at [gps.bgh3.k12.wy.us](http://gps.bgh3.k12.wy.us))
- Health Insurance Forms
- Employment Forms
- Tax Forms

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Items required verified by central office and missing items noted above.

\_\_\_\_\_  
Central Office

\_\_\_\_\_  
Date

File in personnel file, copy to be kept by teacher and building principal.