|  |  |
| --- | --- |
| **Date:** | Click to edit. |

**Site Orientation Checklist (A-5)**

**\*Not necessary for a BTSA Year 2 teacher that is continuing at the same site as Year 1.**

Participating Teacher: Click to edit. School: Click to edit.

**DIRECTIONS:** Knowledge of the policies and procedures at your site is important to you as a professional educator. This list of discussion topics will help you understand your local teaching context. In a meeting with your site administrator or designee, discuss each of these items and obtain your administrator’s signature.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Information | | | | |
|  | Staff Roster |  | Staff Responsibilities | |
|  | School Office Procedures |  | Teacher Evaluation Process | |
|  | Daily Communication Procedure |  | Intervention Programs | |
|  | School Vision and/or Mission Statement |  | Substitute Request | |
|  | Emergency Procedures | | | |
| School Information | | | | |
|  | School Policies |  | Available Technology and Equipment | |
|  | Homework Policy |  | Teacher/Student Internet Use Agreement | |
|  | Room Environment Expectations |  | Attendance Procedures | |
|  | Schoolwide Discipline Procedure |  | Hours to be on Campus | |
|  | Back-to-School/Open House Expectations |  | Access to Cumulative Records | |
|  | Lesson Plan Expectations |  | Available Translation Services | |
| Pedagogy - Content and Subject Matter | | | | |
|  | Grading and reporting policies |  | Guidelines for communicating with parents | |
| Universal Access - Equity and Diversity | | | | |
|  | Board Policy on Sexual Harassment |  | Reporting Procedures for Sexual Harassment and Child Abuse | |
| Universal Access – Teaching English Learners | | | | |
|  | Instructional program for English learners (include the identification, referral and re-designation processes for EL students) | | | |
| Universal Access – Teaching Special Populations | | | | |
|  | Site resources available to meet the needs of special populations |  | Legal requirements of Individualized Educational Plan (IEP) | |
| BTSA Overview (provided to Site Administrator by Participating Teacher) | | | | |
|  | History and Purpose |  | FACT Requirements | |
|  | Upcoming meetings and available Professional Development |  | Support Provider | |
|  | Possible Ideas for IIP focus | | | |
|  | | | | |
| Site Administrator/Designee | | | | Date |

**Conversation Point (with your support provider, discuss the prompts below):**

* What expectations do my site administrators have of me?
* What evidence might a site administrators observe in my classroom that reflects and promotes student learning?
* How does the formal evaluation by my site administrator align with my work in BTSA Induction?
* How might knowledge of additional resources increase my ability to communicate with families and influence in instructional planning?
* What state/district/school policies influence my EL instruction?
* What are my legal and ethical obligations for teaching English Learners?
* Is the orientation provided by the site administrator or program manager?