|  |  |
| --- | --- |
| **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?