



School Based Orientation Checklist
 NTIP – New Teacher Induction Program

* SUBMIT TO: Toni Nanne-Little, Superintendent within 20 days of placement.

Principal: _____	Date: _____
NTIP Teacher: _____	Date: _____
<i>Signatures acknowledge completion of above school based orientation:</i>	

Orientation Component	✓	Orientation Component	✓
1. Introductions (Principal, V.P., Secretary, LRT, carestaff, etc.)		• access to Media Centre resources including laminating	
2. Tour of building		• lunch rules	
• staff room		• newsletters	
• first aid kits/eyewash stations		• notes (received and sent home)	
• main office		• opening exercises	
• caretaker's room		• photocopying	
• Gym/Auditorium		• prayer	
• washroom (staff)		• prep & planning time activities	
• Telephones		• special education services	
3. Lists		• staff funds (coffee, gift, etc.)	
• Staff/emergency list		• staff illness reporting	
• class		• staff meetings	
4. Obtaining information about class		• supplies	
• Principal		• texts	
• former teacher(s)		• Health and safety – bulletin board, rep	
• Learning Resource Teacher		• yard duty/supervision schedule	
• OSR's and procedure for accessing		6. Obtain School Handbook	
5. School Procedures		7. Obtain board calendar	
• accident reports (student/self)		8. Obtain curriculum guidelines	
• Assemblies/Masses/liturgies		9. Obtain or prepare timetable	
• student attendance		10. Staff development opportunities; CPLC	
• child abuse reporting		11. OECTA – bulletin board, rep	
• curriculum nights/reporting to parents		12. Co-curricular activities	
• Discipline, School Behaviour Code		13. TPA information	
• Entry/dismissal times & routines		14. First day/week considerations	
• emergency procedures (fire drills, Code Red, Code Green, safe arrival)		• introductions	
• Keys and security code		• routines	
• field trips/permissions		• expectations	
• homework		• staff meeting	
• keys			
• parking			