

SCHOOL ORIENTATION DOCUMENTATION

Inclusion Contract Educator: _____

Orientation Date _____

School: _____

School Year: _____

Topics to meet the New to the District Educator Needs

School tour

School staff introductions

Cafeteria

Custodial

Office

Special areas

Procedures

Sign In

Duty

Lunchroom

Substitute

Setting up classroom

First day/week

Technology [laptop, email, etc]

Attendance

Early Dismissal

End of day dismissal

Field Trips

Maintenance issues

Reporting accidents