

PS I Orientation Day Expectations

Sample Orientation Topics

School Personnel

- 🍏 welcome to school
- 🍏 meet principal, Teacher Associate, other teachers, school personnel (e.g. secretary, custodial staff, etc.)
- 🍏 telephone and message routines
- 🍏 teacher dress code

School Facilities

- 🍏 staff room location and routines (lunch, coffee-fund)
- 🍏 washroom location
- 🍏 library/resource center routines (a-v equipment, computers, photocopier)
- 🍏 parking regulations
- 🍏 materials and supplies

School Routines

- 🍏 schedule of classes and bells
- 🍏 expectations re: time of teacher arrival and departure
- 🍏 schedule of special events
- 🍏 school-wide policies, procedures, and behavioural expectations
- 🍏 student dress code
- 🍏 student supervision (gym, playground, lunchroom)
- 🍏 co-curricular activities participation expectations
- 🍏 emergency procedures

Classroom

- 🍏 class schedule
- 🍏 seating plan/nametags
- 🍏 student alerts (medical/custodial)
- 🍏 management routines, procedures, and policies
- 🍏 expectations re: student behavior in the classroom
- 🍏 location of resources and supplies
- 🍏 space for student teacher workspace (desk/table)

Curriculum and Instruction

- 🍏 ongoing studies/units/topics/projects
- 🍏 overview of initial teaching expectations, including subject areas (lessons) to be taught
- 🍏 Program of Studies, Teaching Manuals
- 🍏 IPPs or other program modification for students with special needs
- 🍏 materials and resources
- 🍏 Assessment practices and policies
- 🍏 Technology – What platforms, hardware, and software are available in the school? Are certain technologies *required* in the school to communicate, share information, record grades, etc.?

Communication

- 🍏 time for planning and assessment conferences
- 🍏 procedures regarding absence
- 🍏 contact preferences (exchange telephone numbers, emails, addresses)