

Cleveland City Schools
New Teacher Orientation
Talking Points for Principal and Mentors

- _____ CCS Mission Statement and Beliefs
- _____ School Mission Statement and Beliefs
- _____ Review of Current School Improvement Plan
- _____ Location of System Calendar
- _____ Copy Machine Procedures
- _____ Faculty Parking
- _____ School Security System
- _____ Hall Procedures
- _____ Cafeteria Rules and Procedures
- _____ Cafeteria Count Procedure
- _____ Student Attendance Procedure
- _____ Library Procedures
- _____ Playground/Recess Procedures
- _____ Morning Drop Off Procedures
- _____ Afternoon Dismissal (Bus dismissals, Car pick-up, etc)
- _____ System Bus Rules & Procedures
- _____ Emergency Dismissal
- _____ Tornado, Fire and Lock-down Procedures
- _____ Teacher, Student Schedules
- _____ Grade, Curriculum Group Meetings
- _____ Classroom Management Procedures
- _____ Classroom Meeting Nights
- _____ Parent Communication Techniques
- _____ Parent Conferences
- _____ Parent Events (PTO Meetings, Family Engagement Nights, etc)
- _____ Pacing Guides
- _____ Data Analysis (Subgroup Information)
- _____ Tiers in Reading
- _____ Teaching Resources (Leveled library, shared drive, math materials, etc)

- _____ School Personnel Sheet with Names, Grade Levels, Specialists (Art, Computer, PE, Music, ESL, Parent Coordinator, etc)
- _____ Referrals for Special Services, Speech, ESL, Guidance
- _____ Grades and Report Cards
- _____ Cumulative Records
- _____ Professional Dress Code
- _____ CCS Web Site
- _____ Teacher Email

Principal Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Due to jbarnes@clevelandschools.org by September 3, 2020