

COLT'S CREED

As a member of
Frenchtown
Elementary School, it
is my job to be
honest, respect and
care for others, be
responsible for
myself, show fairness,
and be a good citizen.

SHOW AND TELL LIST

Professional

- Special needs students
- Open house
- Goals
- Board policy
- Discipline plan (school wide and classroom)
- CST Procedure/IEP procedure
- Personal days
- PIR days
- Volunteers-parent and community
- Confidentiality

Housekeeping

- Phones at school
- Cell phone for personal use
- e-mail
- Substitutes-for personal and sick leave/calling in for a substitute
- Curriculum library
- Print center forms
- Closing procedures
 - Permanent records
 - Pink and blue slips
 - Student folders
 - Inventory
- District travel

Curriculum

- Curriculum guides
- Planning: lesson plans; year long plans; unit plans
- Committee members in building (tech, math, assessment, community)
- Field trips

Assessment

- Report cards/use of SchoolMaster
- CRT/DIBELS/MAPS/AIMS/DRAs

Building Routines

- Sign in and sign out for visitors and students
- Recess procedures
- Lunchroom procedures
- Attendance/tardy procedures
- Fire/earthquake/stranger on campus drills
- Emergency plan booklets
- Staff meetings
- Assemblies
- Parent/teacher conferences; how to schedule conferences on the board
- Schedules
- Parties
- Duties
- Specialists: speech, music, PE, library, reading coach, math coach
- Tips on working within the system: administration, secretary, custodians

Negotiated Agreement

- Personal days
- Sick leave days
- Pre approval for classes taken for credit
- Flex spending account
- Early outs

NO -NO LIST

Students can not move TV carts.

Students can not get teacher mail.

Students can not make photo copies. (High school aides and U of M students can make photo copies)

Elementary Orientation Checklist, Page 1 of 2

1. Put an X next to the areas you are already familiar with.
2. Meet with your Mentor and go through the areas you are not familiar with or have questions about.

Areas marked "(new)" indicate that the policy or procedure has changed in the past couple of years. Residents may want to review these areas with their Mentor

I. Locations

- A. Music
- B. Computer Lab
- C. Library
- D. Special Ed.
- E. Title 1
- F. Speech
- G. Gym
- H. Lunchroom
- I. Location of Teaching Supplies
- J. Location of Art Supplies
- K. Copiers – Workroom
- L. Nurse's Office
- M. Teacher's Lounge
- N. Central Administration
- O. ~~Reprographics~~ Laminating

II. Grade Level Specific

- A. Attendance/ Lunch Count
- B. Books, Workbooks and Teacher's Edition
- C. Schedules
- D. Lesson Plans
- E. IEPs for Speech and Special Ed
- F. Classroom Parties
- G. Telephone System
- H. Dismissal Procedure
- I. Recess/Lunch/Bus Duties
- J. Grading/Report Cards/Confidentiality
- K. Setting up Grade Book
- L. Getting a Substitute
- M. ~~Use of Reprographics~~

III. Handbooks

- A. Staff
- B. Student
- C. Safety

IV. Forms

- ~~A. Health Insurance/Flex Plan~~
- ~~B. FICA/ERS~~
- ~~A. Accident~~
- ~~B. Discipline~~
- ~~C. Leave Request~~
- ~~D. Field Trip Requests~~ / *Bus Request*
- ~~E. Requisitions~~
- ~~F. Special Needs Students – Concern: Referral: 504~~
- ~~G. Reprographics~~

V. Expectations for Teacher

- ~~A. Teacher's Responsibilities at Lunch~~
- ~~B. Recess Responsibilities – Playground and Indoor Recess~~
- ~~C. Dismissal Time Rules~~
- ~~D. Hallway Bulletin Boards~~
- ~~E. Daily Logs~~
- ~~F. Parent Teacher Conferences~~
- ~~G. Early Outs~~
- ~~H. Fire Drills~~
- ~~I. Lock Downs and Modified Lock Downs~~
- ~~J. Contraband Searches~~

VI. End of the Year

- ~~A. Final Report Card~~
- ~~B. Cum Folders~~
- ~~C. Permanent Record Files~~
- ~~D. Inventories~~