

**Chinook's Edge School Division No. 73**  
**New Teacher**  
**School Orientation Checklist**



**EMPLOYEE INFORMATION**

Name:	Start date:
Position:	School:

**POLICIES & PRACTICES**

<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> <li>• School Mission, Vision &amp; Goals</li> <li>• Expectations</li> <li>• Security</li> <li>• Emergency Procedures</li> <li>• Visitors</li> <li>• Keys / access cards</li> <li>• Purchase Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Calendar</li> <li>• Review teaching assignment and expectations</li> <li>• Review evaluation, supervision and growth plan information</li> <li>• Expense Reports</li> <li>• Dress</li> </ul>
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**TECHNOLOGY**

<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> <li>• E-mail</li> <li>• Intranet</li> <li>• PowerSchool</li> <li>• Other job specific software</li> </ul>	<ul style="list-style-type: none"> <li>• Telephones</li> </ul>
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**INTRODUCTIONS AND TOURS**

<input type="checkbox"/> Give introductions to school staff during tour.		
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Staffroom</li> <li>• Mail</li> <li>• Restrooms</li> <li>• Kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Printers</li> <li>• Workroom</li> <li>• Parking</li> <li>• Coffee/vending machines</li> <li>• Emergency exits and supplies</li> </ul>

**SAFETY**

<input type="checkbox"/> Safety Policy and Procedures		
<input type="checkbox"/> Work Refusal		
<input type="checkbox"/> Emergency Response		
<input type="checkbox"/> Hazard Assessment Review		
<input type="checkbox"/> Duty to report hazards and Accidents.		
<input type="checkbox"/> Information provided on:		

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 School Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 New Teacher Signature

\_\_\_\_\_  
 Date