

Cooperating Teacher's Orientation Checklist

Before Student Teacher Arrives

- Review Cooperating Teacher Roles and Responsibilities in the Student Teaching Handbook
- Arrange parking

Orientation to the School

- Introductions to administrators
- Introductions to faculty/staff
- List of Administrative Staff
- Review Supportive services (LVEC, CESA)
- Establish dress expectations
- Tour school building
- Locate instructional resources
- Emergency procedures

Policies and Procedures of District/School

- Review faculty/staff & student handbooks
 - Accident reports
 - District discipline policies
 - First Aid
 - Hallway procedures
 - Breaks and leave policies
 - Playground rules
 - Procedures for illness
 - Frequency of class meetings
- Philosophy of school and department
- Contract (master and individual)
- School calendar

- PTO
- School Board meetings
- Volunteers

Orientation to the Learning Environment

A. Curriculum

- Grade level and department
- Use of manuals, guides, resources
- Planning / lesson plan requirements
- Work completed to date—plans for remainder of year
- Daily schedule

B. Students

- Grade level expectations
- Characteristics of age level
- Class list
- Pronunciation of names
- Type and ability levels of students
- Student demographics (i.e. ethnicity, race, gender, language, socioeconomic, religion)
- Students requiring added support—academic, physical, social, emotional, etc.

C. Classroom Information

- Attendance procedures
- Seating charts
- Daily schedule
- Class web site
- Classroom management style/rules

- Detention/dismissal
- Extra duties
- Forms
- Homework policies
- Report cards/student evaluations
- Parent-teacher communications and conferences
- Student records as appropriate
- Testing and assessment programs
- Transition periods
- Materials collection & distribution
- Physical layout of room/department
- Maintenance expectations for classroom
- Standards for safety/sanitation
- Access to secure areas
- Utilization of room (night classes, other teachers, meetings)

Orientation to Community

- Community tour
- Community web information (i.e. Chamber of Commerce, population, history, business/industry, services and agencies, events and recreation, public transportation, other schools etc.)
- Community attitudes
- Local/regional civic issues and trends