

Orientation Topics

developed by Richmond, VT Elementary Teachers

February 2000

School:

1. Snow days
2. Sick day procedures
3. Lunch procedures
4. Bathroom locations
5. Inservice days
6. Confidentiality
7. School mission statement
8. Welcome from the Principal
9. Introduce to others in school (e.g., teachers, paraeducators, office staff)
10. Explain chain of command
11. Explain school "rituals"
12. Use of photocopier machine
13. Provide information about union options
14. Explain Benefits (e.g., insurance, sick days, personal days, staff development)

Classroom:

1. Rules/expectations
2. Reading program
3. Math program
4. Resources (e.g., supplies, manipulatives)
5. Class schedule
6. Class Routines
7. Snack procedures
8. Lunch procedures
9. Dismissal procedures
10. Communication with others who come in to the classroom
11. Class lists/rosters

12. Explanation of whom receives special services
13. Explanation of how services are provided
14. Teacher's educational philosophy
15. Importance of constructive voice tone, affect, interactions with students
16. Development of healthy relationships with students
17. Becoming aware of students' need (e.g., When Tommy asks to use the bathroom, it can't wait -- let him go immediately).

Student:

1. Snap shot of the student (IEP at a Glance) (e.g., academic, physical, social needs)
2. What approaches works well for the student
3. Likes/interests and dislikes ("Me page")
4. Preferred learning styles (How does the student learn best)
5. Get information from the family about the student (e.g., meeting)
6. Ask the parent to write down: "What I want the paraeducator to know about my child" (this could be for any person working with the student)
7. Confidentiality as it pertains to students
8. Background information on the disability of the student and how it relates to various aspects of the school day
9. Information pertaining to the family (e.g., frequency and type of communication they prefer from school)