

**Preparing for Inquiry:  
Context for Teaching and Learning**



**Site Orientation Checklist**

**Participating Teacher:** \_\_\_\_\_

**School:** \_\_\_\_\_

**DIRECTIONS:** Knowing the policies and procedures at your site is important to you as a professional educator. The list of discussion topics below will help you understand your local teaching context. **In a meeting with your site administrator or designee, discuss each of these items and obtain their signature when complete.** If your district/agency/school provides this information in another format, copy and upload document(s).

You may use the *Conversation Guide – Class, School, District/Agency and Community (CSDC)* linked in the *Additional Resources* section of the RBO® Status Record to reflect on the information gathered.

★ Applies to participating teachers authorized by RIMS-BTSA for the Clear Education Specialist Induction Program.

<b>Staff Information</b>	
<input type="checkbox"/> Staff Roster	<input type="checkbox"/> Staff Responsibilities
<input type="checkbox"/> School Office Procedures	<input type="checkbox"/> Teacher Evaluation Process
<input type="checkbox"/> Daily Communication Procedure	<input type="checkbox"/> Intervention Programs
<input type="checkbox"/> School Vision and/or Mission Statement	<input type="checkbox"/> Substitute Request Procedure
<input type="checkbox"/> Emergency Procedures	
<b>School Information</b>	
<input type="checkbox"/> School Policies	<input type="checkbox"/> Available Technology and Equipment Teacher & Student Internet Use
<input type="checkbox"/> Homework Policy	<input type="checkbox"/> Agreements and Policies
<input type="checkbox"/> Room Environment Expectations	<input type="checkbox"/> Attendance Procedures
<input type="checkbox"/> School-wide Discipline Procedures	<input type="checkbox"/> Duty Hours and Workplace Policies
<input type="checkbox"/> Back-to-School/Open House Expectations	<input type="checkbox"/> Access to Cumulative Records
<input type="checkbox"/> Lesson Plan Expectations	<input type="checkbox"/> Available Translating Services
<b>Pedagogy - Content and Subject Matter</b>	
<input type="checkbox"/> Grading and Reporting Policies	<input type="checkbox"/> Guidelines for Communicating with Parents/Families/Care Providers
<b>Universal Access - Equity and Diversity</b>	
<input type="checkbox"/> Board Policy on Sexual Harassment	<input type="checkbox"/> Reporting Procedures for Sexual Harassment and Child Abuse
<b>Universal Access - English Learners</b>	
<input type="checkbox"/> Instructional Program for English Learners	
<b>Universal Access - Special Populations</b>	
<input type="checkbox"/> Site Resources Available to Meet the Needs of Special Populations	<input type="checkbox"/> Legal Requirements of IEPs
<b>★ Education Specialist Professional Growth Requirement</b>	
<input type="checkbox"/> ★ Review Professional Growth Goals for IIP Development – bring Induction Program Completion Plan or Transition Plan and Conversation Guide for Induction Standard 7	<input type="checkbox"/> ★ Resources and Support Needed and Menu of Options

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Site Administrator/Designee** (signature indicates completion)