

PS II Student Teacher Expectations on Orientation Day

The following checklist will help **student teachers** make the most of orientation day.

Preparation

- dress professionally
- arrive thirty minutes early
- report to principal's office

School Personnel

- meet administration, other teachers of same grade, teacher assistants, school secretary
- establish telephone and message routines with your TA (email addresses, cell phone and other as appropriate)

School Facilities

- staff room location and routines (lunch, coffee-fund)
- washroom location
- library/resource centre routines media and technology equipment, photo-copier, fax, Internet, e-mail)
- log in processes for Course Management software and other password protected school technology
- parking regulations
- materials and supplies availability
- first aid/sick room locations

School Routines

- schedule of classes and bells
- time of teacher arrival and leaving
- schedule of special events
- discipline policies and behaviour expectations
- dress code
- student supervision (gym, playground, lunchroom)
- co-curricular activities participation expectations
- emergency procedures/fire evacuation etc.

Classroom

- class schedule—ask TA for a copy
- seating plan/name tags—learn names
- student alerts/medical/custodial—ask if these apply to your classes
- management routines and policies—observe TA
- location of resources and supplies—what are routines for storing etc.
- space for student teacher--desk/table—where will you sit?

Curriculum and Instruction

- review of ongoing studies/topics/projects—students and TA can explain to you
- overview of initial teaching expectations—including assignment of subject area unit to be planned and taught
- supply of Program of Studies, teaching resources etc.—can you share with TA?
- review of program modifications for special needs students—ask TA and observe closely

Communication

- review of professional portfolio (goals and personal attributes) with TA
- time for planning and assessment conferences—plan daily time with TA
- procedures regarding absence—how to notify TA and school
- contact preferences (exchange telephone numbers, emails, etc.)

Enjoy your Day!