



**Livingstone Range School Division**  
**New Teacher**  
**School Orientation Checklist**

EMPLOYEE INFORMATION		
NAME:		START DATE:
POSITION:		SCHOOL:
POLICIES, PRACTICES & POSITION INFORMATION		
<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"><li>• Leave procedures (sick, personal, etc.)</li><li>• Emergency Procedures (OHS)</li><li>• Professional Development</li><li>• Staff Meetings</li><li>• Breaks</li><li>• Dress code</li><li>• Expense Claims</li><li>• Confidentiality</li><li>• Mailbox</li></ul>	
	<ul style="list-style-type: none"><li>• School Mission, Vision and Goals</li><li>• Review job description and expectations</li><li>• Review evaluation, supervision and growth plan information</li><li>• Review job schedule and hours</li><li>• Keys/FOB's (if necessary)</li><li>• Purchase Requests (supplies, etc.)</li><li>• Calendars</li><li>• Building access codes/procedures</li></ul>	
TECHNOLOGY		
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"><li>• E-mail</li><li>• Intranet</li><li>• LRSD Website</li><li>• Job Specific software programs</li></ul>	
<input type="checkbox"/> Staff Network Responsible Use Agreement		
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><li>• Coffee/vending machines</li><li>• Emergency exits</li></ul>	<ul style="list-style-type: none"><li>• Printers</li><li>• Photocopier/fax</li><li>• Workroom</li><li>• Parking</li><li>• Office Supplies</li></ul>
SAFETY		
<input type="checkbox"/> Emergency School Closing (Admin. Proc. 131)		
<input type="checkbox"/> Harassment (Admin. Proc. 450)		
<input type="checkbox"/> Crisis Response Manual		
<input type="checkbox"/> Welcoming, Caring, Respectful and Safe Learning Environment (Board Policy 21)		
Information provided on: _____		
_____ School Signature		_____ Date
_____ New Employee Signature		_____ Date