New Educator Orientation: Questions from Day 1
Monday, 8/26/19

Resources
Technology resources

- What platform do we use to communicate with students? (Plus Portals? Google?)

- Is one-to-one tech (Chromebooks/iPad?) a goal for the district?

- Do staff members receive work computers/laptops?

- Whom do we contact within our schools with technology questions/problems?

- May we bring our own devices & set them up w/WiFi?

- Who can help me load my print driver on my laptop?

- Is there a color printer & laminator available for teacher use?

- CHS BYOD policy: What if students don't have devices or are using them inappropriately?

- Does CPS use class dojo?

- What attendance, grading, and Special Ed online programs does Canton use?

- How do I use the printer/copy machine?

- Have there been any hiccups transitioning to Google?

- What are the steps to use technology in the classroom? (Sign in/out Chromebooks)?

General resources
- Does the itinerant music teacher share a room with other music teachers, or is there a designated room in each Elementary School?

- Is there a roster (with pictures) of staff at each school?

- How/where do I find the new teacher contract?

- What resources are available for ESL students in the Health Offices?

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- What kind of classroom supplies are provided by my school? Poster paper, colored paper, pencils, erasers, etc?

- What steps do you take to get supplies for the classroom(markers, chart paper, etc)?

- What materials do I have to use?

- Does CPS offer resources on familiarizing new staff with the area for people not from here? (Apt. listings/community events)

Culture
- How many students moved in or out of the district over the summer?

- What are the ways Canton promotes Social-Emotional Learning? Strategies?

- What are some fun events that happen in the Middle School?

- What is the cellphone policy?

- How well does Canton address Social-Cultural issues?

- Does kindergarten celebrate Halloween? Parade?

- Do the students of color have an affinity group(s)?

- Is there a forum for white allies?

Curriculum and Instruction
- What opportunities are there for collaboration with other specialists/departments? On projects?

- Is there a set amount of time required/ recommended for homework in AP class or honors classes?

- Is there a district expectation to submit lesson plans?

- Is there already a textbook assigned for each of my classes?

- When will I get a class schedule?

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- Do all classes follow the same schedule?

- What is the structure of the PreK day?

- Is there an AP Coordinator of does the principal of the High school fill that role?

- Will all Elementary Schools eventually be using the same Phonics/RW/WW programs for consistency?

- What does the nursing team do during common planning time?

- Does Canton staff have to do CPI training? Does it transfer from other districts?

- Will we have Trauma Training?

- SEI endorsement

- Smart EDU?

- Is there a basic grading system outline the HS follows?

- Is there a code sheet for completing report cards?

C&I: Professional Development
- What is offered for PD in the district? Are there road maps for PD?

- What is the structure and plan for PD days & half days?

- What happens if PD falls on a weekend/vacation day--is is a comp. day?

- Do we sign up for "Smart PD"?

- What is the process for requesting to attend out-of-district PD? How soon may I do that?

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Administration/Procedures
Before school begins in September

- May I come to my classroom later this week to get work done?

- Where is my office going to be? What is my work space like?

- Do we need ID badges? What is that process? If I work at multiple schools, will it be general, or will I have one school as a "home-base"?

- Do we receive FOBS or keys for the buildings/rooms we work in?

- When will we learn about our emails?

- Will we have time to meet wi. our department before the student's first day?

- Where can I find a list/documents of school policies & procedures?

- Where is the main entrance to the high school, and where is the main driveway? Do we enter from a street other than Washington St.?

- Do staff members need parking passes?

Schedules
- What time does school start for teachers?

- How many schedule changes are there?

- Did the GMS day get extended?

Evaluations and observations
- Who is my evaluator?

- How does evaluation work?

- How often does Administration come into classrooms for observations?

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Emergencies
- What is the crisis response protocol? (for both small student incidents & larger -whole district)

- Are there lockdown bags/kits in the classrooms?

- What does the emergency producer (lockdown, ALICE) look like?

- ALICE training?

Families
- Is there a policy of favored method for parent communication across the district?

- What is the structure/format of Parent-teacher conferences at GMS?

- Who is my mentor?

- Which student go when can they miss work?

- Field trip planning & procedures

Student life
- Is there an overall behavioral management system in place?

- What is the detention/discipline policy at CHS?

- How does "home base": work?

- Dress code?

- What do you do when you suspect a student is vaping in the bathroom?

- Is the high school an open or closed campus? (i.e., May students and/or staff leave during lunch or breaks?)

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General questions
- What is the procedure for sick calls/ absences?

- Is there an online sub program for reporting absences? (teacher sick day)

- How does CPS procure their substitute teachers(short term)?

- Are there substitutes for specialists (SDLP's, School Psychologists, etc.)

- Why was I given a whistle?   :)

- When does the budget planning begin? (for next year)

- Is CPR training offered to all staff/or students?

- Is CPR training required for K teachers?

Personal finances
- Who do we talk to about retirement planning?

- Who do I talk to in regards to setting up a 403B?

- Who do I discuss health care/benefits with?

Special Ed/504s
- How do I get IEP's and 504's?

- How are students' special need facilitated?

- How are these adjusted and addressed with growth?

- Who writes the IEPs for Elementary students? As an inclusion teacher...

- Students w/IEPs or 504's- Can they take tests outside of the classroom?

- How do I access ESPED and what is is it for?