

Newcomer Family Orientation Checklist

Logistics:

- ☐ Layout and map of the school
- ☐ School hours
- ☐ Student course schedule
- ☐ Meals at school (cafeteria options, subsidized meal applications)
- ☐ School transportation

Contact Information:

- ☐ Location and phone number of the main office
- ☐ Attendance line contact, if different
- ☐ Names and locations of key administrative personnel
- ☐ Name, location and contact information of teacher(s)
- ☐ Name and location of key resource personnel: nurse, ELD teacher, counselor, etc.

Policies:

- ☐ Immunizations
- ☐ Attendance
- ☐ Dress code (including winter and gym attire)
- ☐ Homework
- ☐ Supplies
- ☐ Behavior & Discipline
- ☐ Health and Wellness
- ☐ Cell Phones
- ☐ Safety (Weapons, Smoking, Alcohol, Drugs)
- ☐ Field Trips

Participation:

- ☐ Co-ed learning expectations
- ☐ Sitting for long periods of time
- ☐ Carpet meetings/sitting on the floor (where applicable)
- ☐ Lining up as a class
- ☐ Raising hand to speak
- ☐ Lockers (where applicable)
- ☐ Bell policy and tardiness
- ☐ Bathroom and hand washing routines
- ☐ Independent and group work routines

Events:

- ☐ Back-to-School Night
- ☐ Report Cards
- ☐ Parent-Teacher Conferencing
- ☐ Concerts
- ☐ School dances
- ☐ International Night, if applicable

Student Engagement

- ☐ Sports and Recreation
- ☐ After School Tutoring
- ☐ Summer School

Parent Engagement

- ☐ Classroom volunteer opportunities
- ☐ Field trip volunteer opportunities ☐ Adult ESL
- ☐ Translation services

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