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
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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	
	olicable	
Student Engagement		
	Sports and Recreation	
	After School Tutoring	
	Summer School	
Parent Engagement		
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	Classroom volunteer opportunities Field trip volunteer opportunities Adult ESL	
	Translation services	

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