



North Brunswick Township Schools



Buddy Checklist

Buddy's Name: _____

School: _____

New Staff Member: _____

School Year: _____

General Information

Date Initials(Buddy and New Staff Member)

- _____ _____ _____ Orientation to Building/Facilities
- _____ _____ _____ School Handbook Reviewed
- _____ _____ _____ Drill Procedures Reviewed (Fire Drill, Lockdown, Shelter in Place, etc.)
- _____ _____ _____ District Calendar
- _____ _____ _____ Central Office and Building Personnel
- _____ _____ _____ Teacher Schedule/Bell Schedule
- _____ _____ _____ Locating Materials and Supplies
- _____ _____ _____ Technology/Multimedia Availability
- _____ _____ _____ Building forms and procedures (attendance, referrals, etc.)
- _____ _____ _____ AESOP Reviewed
- _____ _____ _____ Grading/Assessment
- _____ _____ _____ Parent/Guardian Communication
- _____ _____ _____ IEPs , 504s and Health Alert Lists
- _____ _____ _____ Observation/Evaluation Process

Curriculum (if applicable)

- _____ _____ _____ New Jersey Student Learning Standards
- _____ _____ _____ Curriculum Guides
- _____ _____ _____ Progress Reports, Grading Guidelines, Report Cards

Professional Development

- _____ _____ _____ Record of Professional Development Hours
- _____ _____ _____ Professional Day Approval Procedures
- _____ _____ _____ Reimbursements

A copy of this checklist is to remain with the non-tenured staff member