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