School Information
For the Teacher Intern

Teacher Intern

School               Principal

This form has been prepared to assist you in recording information obtained from the principal or your supervising teacher about the school and school policies and procedures. Principals will usually hold a group or individual meeting at the beginning of the teacher intern experience to orient teacher interns to the school. You should also carefully review school handbooks.

1. Emergency information
   
   School Nurse

   First Aid

   Fire Drill Procedures

   Tornado/Severe Weather Procedures

   School Crisis Plan

2. Special Services
   
   a. Guidance Counselor

   b. School Psychometrist/Psychologist

   c. Referral Forms (Social Worker, etc.)

   d. Alternative Program/School
3. Administrative Principal(s)
   a. Assistant Principal
   b. Secretary, etc.

4. School Duties (Outside of Classroom)
   a. Bus Duty (Includes dates, time, position, responsibility)
   b. Hall Duty (dates, time, position, responsibility)
   c. Cafeteria Duty
   d. Other (athletics, etc.)

5. Arrival and Departure Procedures
   a. Bus Duty
   b. Cars
   c. Bicycles
   d. Walkers

6. Arrival and Departure Times
   a. Teachers
   b. Students

7. Policy and procedures for the Following
   a. Absenteeism- teachers (who to call, etc.)
b. Absenteeism – students (excused, unexcused, etc.)

c. Tardy – students

d. Late arrivals – students

e. Check–out early – students

8. School Meetings (how often, when, attendance required, etc.)

   a. Faculty Meetings

   b. PTA

   c. Athletics

   d. Clubs

   e. Inservice

   f. Committees

9. Field Trip Policy

10. Policy and Procedures for Collecting Money

   Lunch
Programs

Other

11. Policy and Procedures for Parent Conferences

12. Other Schoolwide Parent Involvement Activities (open house, workshop, etc.)

13. Procedures for working with Community Agencies to Provide Services Needed

14. The Community Being Served

Description (rural, city, etc.)
Industry/Businesses

Families

15. School Philosophy/Goals (continue on reverse side or attach statement)