KNOW YOUR SCHOOL
To be completed by the student teacher. Use the school website if needed.

**NAMES TO KNOW:**
Superintendent_____________________________
Assist. Supt.______________________________
Principal_______________________________
Assist. Prin.______________________________
Counselor(s)_________________________________________________________________________
Secretaries_________________________________
Custodian(s)_________________________________________________________________________
Media Specialist________________________________________
Nurse____________________________________Others of importance___________________________
Food Service_________________________Technology Director___________________________

**BUILDING INFORMATION:**
Number of students_________ Number of faculty and staff_____________________________________
Ethnic composition of students_____________________________________________________________
Percent of bussed students_________ Grade levels included in this building_________________________
Average class size in this building_______ Average number of preps per teacher_____________________
Unique features of this building-rooms, programs, location, etc.:_______________________________
Where is the AED device located in the school ________
Is there a school wide discipline program?____________________________
Describe:_____________________________________________________________________________
What time do teachers report to school?_________ What time do they leave school?______________
Is there a specific dresscode?______________________________________________________________
In addition to their teaching, what other responsibilities do teachers have?______________________
_____________________________________________________________________________________
Does this school district have a web site? ______ Address:____________________________________
Does your classroom have a web site? _______Address:________________________________________
Is there a policy on technology usage?_______________________________________________________

**COMMUNITY INFORMATION:**
What is the nature of the community in which your school is located?___________________________
What special services does your school provide for the community?______________________________
In what way is your school different than other schools in the area?______________________________
_____________________________________________________________________________________
Before / After School Programs:_____________________________________________________________
Safety / Emergency Procedures:_____________________________________________________________
Fire Drill:______________________________________________________________________________
Tornado:_______________________________________________________________________________
Lock Down:_____________________________________________________________________________