

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: _____