

KNOW YOUR SCHOOL

(Worksheet)

NAMES TO KNOW:

Superintendent _____ Assist. Supt _____

Principal _____ Assist. Prin. _____

Counselor(s) _____

Secretaries _____

Custodian(s) _____

Media Specialist _____

Nurse _____ Others of importance _____

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: _____

How is discipline handled? _____

How do you order films/AV materials _____

What time do teachers report to school? _____ What time do they leave school? _____

Who do you report to if you are ill or late? _____

In addition to their teaching, what other responsibilities do teachers have? _____

Does this school district have a web site? _____ Address _____

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? _____