

TASK GK-12 Program

School Profile Form

Use this form as a guideline for gathering necessary and interesting information about the school to which you are assigned. You are not required to complete this form, but it is recommended to help you become familiar with your surroundings. Not all of the questions below will be applicable to each school. These questions are designed to help you get the most out of your experience, but there is undoubtedly much more information you will find on your own.

SECTION ONE: School overview

Note: many of the following numbers should be available on your school's "report card to the public." Ask the front office or your principal for a copy!

- Number of classroom teachers _____
- Number of specialist teachers (e.g. Gifted & Talented, special ed, PE, etc.) _____
- Number of support staff _____
- Number of students _____
- Percentage or number of ethnic/cultural minority students:
Alaska Native _____ African-American _____ Hispanic _____ Asian _____ Other _____
- Percentage or number of students for whom English is a second language _____
- Percentage or number of students receiving free or reduced cost hot lunches _____
- Transience rate (how many or what percentage of the students come and go during the year?) _____
- Check off the following places and items as you locate them:

____ library	____ kitchen/food service area	____ counselor's office
____ gym	____ computer lab	____ copy machine(s)
____ general music room	____ nurse's office	____ grade level curriculum
____ staff lounge	____ workroom	guides
____ restrooms (for adults and kids!)	____ supply room(s)	
- Check off the following when completed:
____ read a copy of the faculty handbook ____ read a copy of the student handbook

SECTION TWO: Class and Teacher overview

- Number of students in the class _____
- Are there any classroom helpers (i.e. parents)?
- How many students leave the classroom during the time you are there to attend other classes (music, special needs, etc.)? How does the teacher handle the disruption?
- When does the teacher plan his/her lessons? How far ahead are lessons planned out?
- If the lessons are already planned in advance by the teacher, how can you fit new ideas in? On the other hand, what is expected if the teacher has little planned and wants you to think of activities and projects?
- What is the science/math teaching schedule? How does it differ on special days (i.e. assemblies, etc.)?
- Work with the teacher to schedule regular planning sessions before, during or after school. Meeting time: _____

- What supplies and equipment are available in the classroom? Does the classroom have a VCR, DVD, TV and/or computer? If not, where do you get them? Is there a sign-up sheet that you need to know about?
- Does the teacher work with other teachers within the school on collaborative class projects? How can you integrate other groups into your day?
- Are there other opportunities for science/math outreach within the class or school besides basic teaching duties? (ex: Science Fair, Family Math Night)
- Decide with the teacher how you will handle absences. What should you do if there is a sub?

SECTION THREE: The office

- Introduce yourself to the office secretaries. What are their names? What are their different duties?
Administrative secretary's name and duties _____

Attendance secretary's name and duties _____

Other office assistants names _____
- Introduce yourself to the principal. What is her/his name? Does she/he have any particular expectations of university students with regards to dress, behavior, procedures, etc?
Principal's name and other information _____

- Does your school have sign-in sheets (for staff, parents or students)? Where are they located and how are they used?

- Introduce yourself to the school nurse. What is her/his name? _____
Ask your Partner Teacher if any of the students you will be working with are flagged by the nurse as having special health needs that you should be aware of. What is the school policy on passes to the nurse?

SECTION FOUR: School specialists and additional staff members

- Introduce yourself to the special education teachers. What are their names and responsibilities (e.g. speech pathologist, occupational therapist, primary resource teacher, etc.). Ask your Partner Teacher (or the specialists) if any of the students in your class will be receiving their services this year.
Name and responsibilities _____
Name and responsibilities _____
Name and responsibilities _____
- Introduce yourself to school counselor(s). What is her/his name? Under what conditions might you and your Partner Teacher refer a student to the counselor? What is the procedure for referral?
Name and information about the counselor _____

- Introduce yourself to the school librarian. What is her/his name? How do you check out books? Can you sign up your class to use the library during unscheduled times? How? What other special services are offered?
Name and other information about the librarian and library_____

SECTION FIVE: Nuts and bolts

- Is there a school policy on bathroom passes? What is your Partner Teacher's own policy? Which bathrooms should your students be using when they leave the room?
- Where do you find additional supplies? Is there a "book room" with sets of books available to classroom teachers? What is the check out procedure for those books?
- Where should you park and plug-in in the winter? Do you need a sticker for your car or an assigned place?
- Do you need a password to use the computers in the computer lab? How about one to get on to the school's server? Is there other important information about the computer lab that you need to know? Where do you go for help with technology questions?
- When and where are staff meetings held? Will you be asked to attend? How long do they last?
- How does the phone system work in your building? What is the policy for making or receiving calls in your classroom? If someone calls during the day for you or a student, how will you get the message? Is there a separate intercom system in your school? How does it work?
- Locate and find out how to use the following equipment:
 - _____ copy machine
 - _____ laminator
 - _____ comb binder
 - _____ other: _____