



Secondary Student Onboarding Tip Sheet

It will be a challenge to ensure the same high-quality, positive experience as an in-person onboarding experience would provide. With new student enrolling in schools, and schools in an unprecedented state of operation, this tip sheet is intended to help schools prepare and provide the necessary information for families as they embark on this new adventure.

Academics

- Provide School Supply Lists
- Discuss Student Fees Including Textbook Rental and Payment Methods
- Provide Information on School Incentive Programs or Positive Behavior Systems
- Share How Student Performance will be Communicated to Families
- Communicate Graduation Pathways Requirements for the Diploma of Choice and Point of Contact for Scheduling Issues

Transportation

- Provide Bus Information (Number, Driver Information, PPE Requirements)
- Share Parent Drop Off and Pick Up Procedures for Car Riders
- Share Procedures for Students Who Walk to School
- Provide Parking and Pass Information (High School)

Visitors

- Address Visitation Policies - Including Necessary PPE Requirements
- Provide Background Check Forms
- Communicate Security Procedures (i.e. ID Checks, Badges etc.)

Health and Wellness

- Share Available Social-Emotional Support Information
- Provide Information Regarding Medication Disbursement
- Discuss Availability of Personal Care Items Such as Hand Sanitizer and Tissues
- Provide Information Regarding Identifying and Reporting Illness
- Conduct 504 Plan Reviews, Screening, and Eligibility

Food and Nutrition

- Share Payment Procedures
- Provide Free/Reduced Lunch Applications
- Provide Access to Menus
- Share Visitor Procedures/Allowance for Outside Food
- Share the Policies for Students Leaving Campus for Lunch
- Discuss Seating Policies/ Supervision Available
- Share Cafeteria Manager Contact Information
- Provide Information Regarding Access to Drinking Water
- Provide Policies Regarding Vending Machines

Credentials and Extra-Curricular Activities

- Provide Information Regarding the Process for Obtaining and Carrying a Student Identification Card
- Provide Information Regarding Extra-Curricular Offerings Including Athletics, the Arts, Student Government, etc.
- Provide Information Regarding Tutoring Opportunities
- Communicate Requirements of Graduation Pathways for Additional Activities Needed for Graduation