



**BATESVILLE**  
INTERMEDIATE SCHOOL



# New Student Onboarding Plan

## GETTING READY

Welcome to BIS! Before students arrive, they will register online, and then a time will be set to tour our school with our Principal or Assistant Principal. You will receive a Welcome Folder with important information such as your lunch number, school calendar, and supply list.

## THE FIRST DAY

On the first day, new students will meet with the school counselor. Students will be taken on an additional tour, and any questions they have will be answered. Students will receive their new school-issued technology device. Staff and peers are available to provide support with technology if needed.

## FOLLOW UP

New students will check in with the school counselor to ensure ease of transition to BIS. A personal greeting by the Principal or assistant Principal will occur during the first week. Students will also have follow-ups with technology specialists for computer questions.

## CONTACTS

Please get in touch with us with any questions you may have. **Dana Cassidy**, Principal. **Eric Peetz**, Assistant Principal  
**Sarah Stoneking**, School Counselor  
**Karen Kaiser**, Media & Instructional Technology Specialist  
**Amanda Gesell**, Receptionist  
**Courtnei Weberding**, Secretary  
**Mindy Raab**, School Nurse