

## PROCEDURES CHECK LIST FOR NEW TEACHERS

This checklist is designed to help you locate information. If you don't know the procedure or contact person involved, ask your mentor, principal, or Career and Technical Education Administrator.

### LOCAL SCHOOL AND SCHOOL SYSTEM

Collection of money from students, parents	Acceptable Use Policy
Communication with parents	Copyright Laws
Conference forms (formal/informal)	Video use in classroom
Parent contacts log	Field Trip Guidelines & Forms
Cell phone usage	Students Code of Conduct / Handbook
Emergency procedures	Student Dress Code
Drills: fire, severe weather, emergency	Drug and Tobacco Free Workplace Policy
Initial teacher supplies? Who? Where?	Sexual Harassment Policies
Lesson plans on computer/STI	Food allergy alert form
Student medication	Child Abuse Procedures
Use of copy machine	Library / Media Center usage
Discipline Procedures / Due Process	Lunchroom Procedures

### PAYROLL, PURCHASING, AND PERSONNEL POLICIES

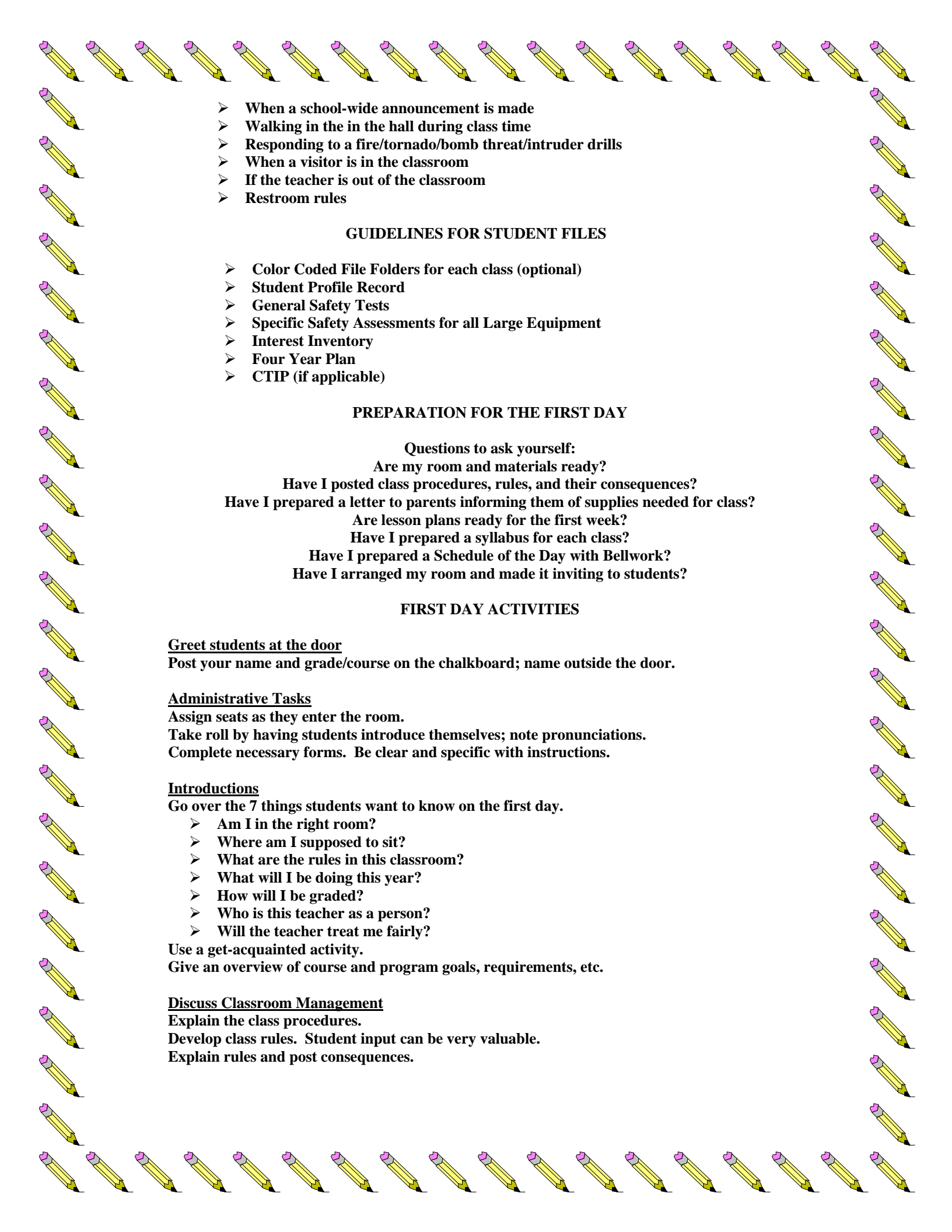
Purchasing procedures	Professionalism – Teacher Dress Code
Expense vouchers	Classroom Responsibilities / Tutoring
Purchase orders BEFORE any purchase	Faculty Meetings
Payroll procedures	Courtesy Fund / Flower Fund
Procedure for collection of money	Job related injury
Board Sick Leave / Absences Policies	Credit card use (fee replacement)
Professional leave forms	Sick leave bank form
Substitute teacher	

### Contact People at Your School for Information:

Name	Extension #
Principal _____	_____
Assistant Principal _____	_____
Bookkeeper _____	_____
Guidance Counselor _____	_____
Media Specialist _____	_____
Secretary _____	_____

### PROCEDURES TO PRACTICE WITH STUDENTS

- **Passing in papers**
- **Returning student work**
- **Getting materials without disturbing others**
- **Handing out materials**
- **Moving about the room**
- **Going to the computer lab/library/lunchroom, etc**
- **Heading of papers**
- **When you finish early**
- **Returning to task following interruption**
- **When asking questions**

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- When a school-wide announcement is made
  - Walking in the in the hall during class time
  - Responding to a fire/tornado/bomb threat/intruder drills
  - When a visitor is in the classroom
  - If the teacher is out of the classroom
  - Restroom rules

### GUIDELINES FOR STUDENT FILES

- Color Coded File Folders for each class (optional)
- Student Profile Record
- General Safety Tests
- Specific Safety Assessments for all Large Equipment
- Interest Inventory
- Four Year Plan
- CTIP (if applicable)

### PREPARATION FOR THE FIRST DAY

Questions to ask yourself:

Are my room and materials ready?

Have I posted class procedures, rules, and their consequences?

Have I prepared a letter to parents informing them of supplies needed for class?

Are lesson plans ready for the first week?

Have I prepared a syllabus for each class?

Have I prepared a Schedule of the Day with Bellwork?

Have I arranged my room and made it inviting to students?

### FIRST DAY ACTIVITIES

#### Greet students at the door

Post your name and grade/course on the chalkboard; name outside the door.

#### Administrative Tasks

Assign seats as they enter the room.

Take roll by having students introduce themselves; note pronunciations.

Complete necessary forms. Be clear and specific with instructions.

#### Introductions

Go over the 7 things students want to know on the first day.

- Am I in the right room?
- Where am I supposed to sit?
- What are the rules in this classroom?
- What will I be doing this year?
- How will I be graded?
- Who is this teacher as a person?
- Will the teacher treat me fairly?

Use a get-acquainted activity.

Give an overview of course and program goals, requirements, etc.

#### Discuss Classroom Management

Explain the class procedures.

Develop class rules. Student input can be very valuable.

Explain rules and post consequences.



**Activities**

Sit students in a circle and try the following ice-breakers.

Pair off with someone new and learn something new about their partner to share with others in the class.

Name game: Each student will introduce self with an adjective that begins with the same letter as their name. Ex: Smiling Sally, Amazing Anna, etc.

Rearrange the circle: Have students stand and move to the center of circle. They are to sit back down in the order of their birthdays.

Toss the ball: Divide class into groups of about eight; give each group a ball. Each group forms a circle and throws the ball within the group. The thrower must say the name of the student to whom he/she is throwing. The catcher must thank the thrower, using the thrower's name.

**RESOURCES**

[www.teachers.net](http://www.teachers.net)

(Harry Wong, chat rooms, lesson plans, projects)

[www.honorlevel.com](http://www.honorlevel.com)

(Discipline Techniques)

[http://www.educationworld.com/a\\_lesson/lesson/lesson074.shtml](http://www.educationworld.com/a_lesson/lesson/lesson074.shtml)

(Activities for the first day of school, lesson plans, professional development, technology integration)

<http://nerds.unl.edu/pages/preser/sec/articles/wonguide.html>

(Harry Wong To-Do List)

<http://freshfacs.com/>

(Resources for teaching FACS)

[www.teachingheart.net/newteacher.html](http://www.teachingheart.net/newteacher.html)

(new teachers, bulletin board ideas, resources, classroom management tips)

[www.middleweb.com/1stDResources.html](http://www.middleweb.com/1stDResources.html)

(Middle school teachers)

[www.inspiringteachers.com/bttindex.html](http://www.inspiringteachers.com/bttindex.html)

(Lesson plans, tips for new teachers, veteran teachers, mentors)

[www.pbs.org/teachers/](http://www.pbs.org/teachers/)

[www.edhelper.com](http://www.edhelper.com)

(Create word searches and puzzles)

[www.khake.com/page77.html](http://www.khake.com/page77.html)

(This Web site is specifically for Career Tech teachers)

[www.fundsnetsservices.com/currkul.html](http://www.fundsnetsservices.com/currkul.html)

(Fundraising and Grants Directory)

**The First Days of School**

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