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

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

### PAYROLL, PURCHASING, AND PERSONNEL POLICIES

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

Contact People at Your School for Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td></td>
</tr>
<tr>
<td>Bookkeeper</td>
<td></td>
</tr>
<tr>
<td>Guidance Counselor</td>
<td></td>
</tr>
<tr>
<td>Media Specialist</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
</tr>
</tbody>
</table>

### 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
When a school-wide announcement is made  
Walking 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
(Harry Wong, chat rooms, lesson plans, projects)

www.honorlevel.com
(Discipline Techniques)

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

www.middleweb.com/1stDResources.html
(Middle school teachers)

www.inspiringteachers.com/btiindex.html
(Lesson plans, tips for new teachers, veteran teachers, mentors)

www.pbs.org/teachers/

www.edhelper.com
(Create word searches and puzzles)

www.khake.com/page77.html
(This Web site is specifically for Career Tech teachers)

www.fundsnetservices.com/currcul.html
(Fundraising and Grants Directory)

The First Days of School
Harry K. Wong and Rosemary T. Wong

Thanks to Maisie Hales, FACS Chambers County, for sharing her ideas and resources for this document