

Conscious Teaching's
Before-School-Checklist

Assistance from Other Teachers	My Notes
1. Do I have a buddy teacher and/or a mentor I can ask for help?	
2. Do I have the home numbers of teachers I can call for help?	

School-Wide Management Policies	My Notes
3. What are the school policies about rules and consequences?	
4. How should I present these to students?	
5. What are the school policies about suspensions, detentions, referrals, and keeping students after school?	
6. What are the school rules about notifying parents about inappropriate student behavior?	
7. How do I get assistance from the office for emergencies, illness, or discipline problems?	
8. Is there a school-wide management plan, such as TRIBES, or Conflict Resolution?	
9. Is there a policy concerning the number of warnings given before sending a student to the office or counselor?	
10. What are the expectations about behavior during transitions such as going to lunch or recess?	

11. What are yard and lunch duty rules? How do I enforce them?	
12. What should I do if there's a fight in my classroom? On the playground? In the parking lot?	
13. What should I do if a student reports another student's misbehavior?	
14. What is the emergency plan for fires, earthquakes, and violence on campus?	

School-Wide Issues and Concerns	
15. When is the principal available? About what should s/he be contacted?	
16. When is the school nurse available and what are appropriate reasons for making a referral?	
17. Is a counselor available? What types of referrals are appropriate?	
18. How can the school or district help with diagnosing or working with students who have severe learning or behavior problems?	
19. What janitorial services are available for my room? How do I make requests? What should I do if they're inadequate?	
20. Do I know the bell schedule? Is it posted?	
21. Do I have a district and school calendar?	

22. What is the procedure for taking roll?	
23. What is the procedure for using hall passes?	
24. What are all the different pieces of paper that go back and forth between the office, the counselors, the attendance people, the students, and the teachers?	

In the Classroom	
25. Have I determined the class rules, or will I include students in deciding those rules? If so, how?	
26. Have I anticipated worst-case management scenarios, and determined what to do in each case?	
27. Have I prepared a handout for students and a chart to display rules/consequences, major class procedures and course requirements?	
28. How will I document interactions with students and parents?	
29. Are aides available, and if so, on what schedule?	
30. Do I have keys to my classroom or other rooms I may need access to?	
31. Do I have the necessary furniture and materials, such as overhead projector, for my room? If not, how do I make requests?	
32.	
33. How will I arrange student desks?	

34. Do I know if any of my students have a handicap that should be accommodated in the room arrangement?	
35. What is the normal procedure for the arrival of students in the morning?	
36. How do students leave at the end of the day? Do I have any bus riders and do they leave early?	
37. Do I have students with special needs? If they leave my classroom during the day, what are their schedules?	
38. What is the daily schedule and procedures for music, recess, PE, lunch, library, and the computer lab etc?	
39. Can I hold my class or individual students after the bell for discipline?	
40. What is the procedure for late arrivals and early dismissals?	
41. Do I have a substitute-teacher folder prepared, in case I am ill? Does it include class procedures and requirements, a seating chart, and simple emergency lessons?	

Assignments	
42. Where and how will I post assignments?	
43. What will be my standards for form and neatness (pencil, pen, type of paper, heading, due dates, erasures)?	
44. How will students who return from being absent know what to make up?	

45. Will I post a generic list of activities for students who finish early?	
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Monitoring Progress	
46. Will I look at students' test scores and reports from previous years?	
47. What will be the consequences of late or incomplete work?	
What procedures will I use to monitor work in progress?	

Grading & Tracking	
48. How will I collect completed assignments?	
49. When and how will I monitor projects or longer assignments?	
50. What records of student work will I retain?	
51. Will I use a gradebook, a computer grade program, or both?	
52. Will I use a computer grading system that has internet access, so that students and parents can type in a password to see their grades on-line?	
53. How will I easily add or delete student names in the first weeks, as enrollment changes?	

54. Will I assign numbers for my students, to help collate homework and enter grades?	
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Feedback	
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55. What are my grading policies? Points? Letter grades? Tests? Homework?	
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56. Will behavior and/or class participation count toward student grades?	
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57. What kinds of feedback will I provide, and when? Will I set up regular times to conference with students?	
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58. What procedure will I follow to send materials home to parents?	
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59. Where will I display student work?	
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60. What records of their own work, if any, will students maintain?	
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61. How will I handle grading disputes with students? With parents?	
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Supplies and Materials	
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62. What are the procedures for obtaining classroom books?	
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63. How do I check them out to students?	
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64. Where do I get daily supplies: markers, paper, pencils, staples, transparencies, etc?	
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65. Do I get money to spend on supplies for my room?	
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66. Are audio-visual materials available? How do I check them out?	
67. What software and hardware do I need to set up for computer use?	
68. What are the policies and procedures for making copies?	

The First Days	
69. Have I prepared a letter home to parents to introduce myself and what I teach?	
70. What is the required paperwork for the first day of school, including attendance, school announcements, and the lunch program?	
71. Are my lesson plans prepared for the first few days for each class? Am I prepared with extra ones in case things go faster than I planned?	
72. What warm-up activities will I use?	
73. Have I prepared short activities—"time fillers"—to use in case my lesson ends early?	
74. What is the special procedure for the arrival of students on the first day of school?	
75. What special assemblies or schedules are there in the first week?	
76. Do I have a class roster?	
77. Will I use a seating chart?	