

# The Before School Checklist

| Assistance from Other Teachers                                   | Notes |
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| 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  | 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. What are the school policies about student use of cell phones in classes and on campus?                                   |       |
| 8. How do I get assistance from the office for emergencies, illness, or discipline problems?                                 |       |
| 9. Is there a school-wide discipline or classroom management plan?   |       |
| 10. Is there a policy concerning the number and types of warnings given before sending a student to the office or counselor? |       |
| 11. What are the expectations about behavior during transitions such as going to lunch or recess?                            |       |
| 12. What are yard and lunch duty rules? How do I enforce them?   |       |
| 13. What should I do if there's a fight in my classroom? On the playground? In the parking lot?                              |       |
| 14. What should I do if a student reports another student's misbehavior?   |       |
| 15. What is the emergency plan for violence on campus and natural disasters such as fires, earthquakes, tornados, or floods? |       |

| Schoolwide Issues and Concerns   | Notes |
|--|-------|
| 16. When is the principal available? About what should they be contacted?  |       |
| 17. When is the school nurse available and what are appropriate reasons for making a referral?   |       |
| 18. Is a counselor available? What types of referrals are appropriate?   |       |
| 19. How can the school or district help with diagnosing or working with students who have severe learning or behavior challenges?      |       |
| 20. What janitorial services are available for my room? How do I make requests?  |       |
| 21. Do I know the bell schedule? Is it posted?   |       |
| 22. Do I have a district and school calendar?  |       |
| 23. What is the procedure for taking roll?   |       |
| 24. What is the procedure for using hall passes?   |       |
| 25. What are all the different pieces of paper that go back and forth between me and the office, the counselors, the attendance staff? |       |

| In the Classroom   | Notes |
|--|-------|
| 26. Have I determined the class rules, or will I include students in deciding those rules? If so, how?                 |       |
| 27. What is my policy for cell phones and how will I enforce it?   |       |
| 28. Have I anticipated worst-case classroom management and behavior scenarios, and determined what to do in each case? |       |
| 29. Have I prepared a handout and/or visual chart to display rules, major class procedures and course requirements?    |       |
| 30. How will I document interactions with students and parents?  |       |
| 31. Are aides available, and if so, on what schedule?  |       |
| 32. Do I have keys to my classroom and any other rooms I may need access to, including the staff bathroom?             |       |

|   |  |
|---|--|
| 33. Do I have the necessary furniture, technology, and materials for my room? To whom should I communicate if I need something?   |  |
| 34. How will I arrange student desks?   |  |
| 35. Do I know if any of my students have a disability or special need that should be accommodated in the room arrangement?  |  |
| 36. What is the normal procedure for the arrival of students in the morning?  |  |
| 37. How do students leave at the end of the day? Do I have any bus riders and do they leave early?  |  |
| 38. Do I have students who require special accommodations or who receive pull-out services? If they leave my classroom during the day, what are their schedules?        |  |
| 39. What is the daily schedule and procedures for music, recess, PE, lunch, library, and the computer lab?  |  |
| 40. Do I know the location of all these external rooms/locations and what procedures should I follow to send or take my students to them?                               |  |
| 41. What is the procedure for late arrivals and early dismissals?   |  |
| 42. 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? |  |

| <b>Assignments</b>   | <b>Notes</b> |
|--|--------------|
| 43. Where and how will I post assignments?   |              |
| 44. What will be my standards for form and neatness (pencil, pen, type of paper, heading, due dates, erasures)?  |              |
| 45. How will students who return from being absent know what to make up?   |              |
| 46. Will I post a "Finished Early Poster" with a list of simple activities to be completed by students who finish assignments early? If so, what kinds of activities will I put on it? |              |

| Monitoring Progress   | Notes |
|---|-------|
| 47. Will I look at students' test scores and reports from previous years? If so, how will I locate them?                            |       |
| 48. What will be the consequences of late or incomplete work?   |       |
| 49. What procedures will I use to monitor work in progress?   |       |
| 50. When and how will my students and I monitor projects or longer assignments?   |       |
| 51. How will I collect completed assignments?   |       |
| 52. What records of student work will I retain?   |       |
| 53. Does the school use a specific grading program? If so, how and when do I get trained on how to use it? If not, what will I use? |       |
| 54. Will students and parents have access to my online gradebook?   |       |
| 55. How will I easily add or delete student names and grades from my gradebook in the first weeks, as enrollment changes?           |       |
| 56. Will I assign numbers or codes for my students, to help collate homework, enter grades, or share assessments anonymously?       |       |

| Feedback  | Notes |
|---|-------|
| 57. What are my grading policies? Points? Letter grades? Tests? Homework?   |       |
| 58. Will class participation count toward student grades?   |       |
| 59. What kinds of feedback will I provide, and when? Will I set up regular times to conference with students and parents? |       |
| 60. What procedure will I follow to send materials home to parents?   |       |
| 61. Where and how will I display student work?  |       |
| 62. What records of their own work, if any, will students maintain?   |       |
| 63. How will I handle grading disputes with students? With parents?   |       |

| Supplies and Materials  | Notes |
|---|-------|
| 64. What are the procedures for obtaining classroom books?  |       |
| 65. How do I check them out to students?  |       |
| 66. Where do I get daily supplies: markers, paper, pencils, staples, tape?  |       |
| 67. Do I get money to spend on supplies for my room? If so, how do I procure it?  |       |
| 68. Are there online resources and materials that I will have access to? If so, how do I access them?                             |       |
| 69. What technology will be provided? Computers, tablets, projector, document camera, smartboard? Whom do I ask for tech support? |       |
| 70. What are the policies and procedures for making photo copies?   |       |

| The First Days   | Notes |
|--|-------|
| 71. Have I prepared a letter home to parents to introduce myself and what I teach, offering them ways to connect with me?      |       |
| 72. What is the required paperwork for the first day, including attendance, school announcements, and the lunch program?       |       |
| 73. Are my lesson plans prepared for the first few days? Do I have extra ones in case things go faster than I planned?         |       |
| 74. What warm-up activities will I use?  |       |
| 75. What community-building activities will I start with, to help students get to know each other in the first week of school? |       |
| 76. Is there a special procedure for the arrival of students on the first day of school?                                       |       |
| 77. How will I introduce myself on day 1? What kind of impression am I hoping to make and what tone am I trying to set?        |       |
| 78. What special assemblies or schedules are happening in week 1?  |       |
| 79. How and when will I receive my class roster(s)?  |       |
| 80. Will I use a seating chart on day 1? If so, how will I design it?  |       |