

## **Preparing for the First Day at a New School**

Know the answers to the following questions before your school year begins.

1. Where and how do I secure supplies (dry-erase markers or chalk, erasers, paper, etc.)?
2. How do I check out regular and supplemental texts?
3. What are the procedures for the use of audiovisual equipment?
4. How do I sign up my class for the library or computer lab?
5. How do I access films or videos?
6. What are the procedures for taking a class to an assembly?
7. When am I responsible for locking my room?
8. What machines are available for me to use—copier, computer, laminator, projector, etc.?
9. Where can I get free and inexpensive materials?
10. With whom should I consult as I make decisions on the use of supplemental materials?
11. What are the attendance accounting procedures for students, and what are my responsibilities in attendance record keeping?
12. What do I do with any money I collect?
13. What are the grading guidelines for the school system?  
What documentation must I provide?
14. When is the first student-progress report for parents due?
15. To whom do I report serious problems with a student's health or behavior?
16. What student records must I maintain in cumulative folders?
17. What procedures do other teachers in my school follow for contacting parents by letter, phone or email?
18. What should I expect from a parent conference?
19. What should I do if I must leave my room during class?
20. What should I do in case of a medical emergency in my classroom?
21. How do I handle a fight between students?
22. How do I report a disciplinary problem?
23. How do I arrange for a substitute?

24. How do I make arrangements for a field trip?
25. How do I apply for personal, professional, vacation or sick leave?
26. What is my salary, and what deductions are taken?
27. Are there any unwritten rules for teachers in my school?
28. Where is my personnel file, and what is in it?
29. Where do I go if I am having trouble?
30. How do I know if I am doing a good job? •