

GETTING READY FOR THE SEMESTER

Checklists of Things to Do
and Things to Find Out

Adapted from

Evertson, Emmer, et al. (1984). *Classroom Management for Elementary Teachers*. Englewood Cliffs, NJ: Prentice Hall.
Evertson, Emmer, et al. (1984). *Classroom Management for Secondary Teachers*. Englewood Cliffs, NJ: Prentice Hall.

Both books are strongly recommended for beginning teachers.

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Checklist 1 School / District Information

Question	Notes
1 <i>For elementary:</i> How do children leave at the end of the day? Do you have any bus riders and do they leave early?	
2 <i>For elementary:</i> What time will your class have music, recess, PE, lunch, or go to the library?	
3 What is the required paperwork for the first day of school? for everyday attendance? for the lunch program (for elementary)?	
4 Will there be any assemblies the first day or first week? (It's nice not to be surprised in the middle of some lesson.)	
5 What are the school rules for students?	
6 What are the procedures for obtaining classroom books and for checking them out to the students?	
7 What expendable supplies are available and what are the procedures for obtaining them?	
8 What audio-visual materials and equipment are available and what are the procedures for obtaining them?	
9 What is the procedure for the arrival of students on the first day of school? for every day after that?	
10 What is your class roster? Do you have any special education or resource students? Do they, or any other students, leave your room during the day? If so, what are their schedules?	

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Checklist 1 School / District Information

Question	Notes
11 What are your school's policies about discipline, suspension, and keeping students after school or during lunch, either for makeup work or detention? Do parents need to be notified?	
12 What is the procedure for Xeroxing materials?	
13 Who do you contact for classroom emergencies, illness or discipline problems?	
14 What policies or procedures should be followed if a parent requests that a student leave the school during the school day?	
15 What is the school procedure if a student becomes ill?	
16 What are the official arrival and departure times for teachers? Do you need to sign in and out of the building, and if so, how? What should you do if you have to arrive late or early?	
17 What is the school district/building policy regarding homework?	
18 What is the school/district policy regarding grading? When is the end of the first grading period? Are interim reports required? When?	
19 What are the school procedures for using the media center?	
20 What procedure will you follow if you need to be absent from school?	

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Checklist 2 Getting to Know Your Staff

Principal

Cooperating Teacher(s)

Assistant Principal / Administrative Assistant

Team Leader / Department Head

Secretaries

Custodian(s)

Media Specialist

Guidance Counselor(s)

School Nurse

Speech Therapist

School Psychologist

Resource Teachers

Others

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Checklist 2 Getting to Know Your Staff

Question	Notes
1 Are paraprofessionals available, and if so, on what schedule?	
2 When is the principal available, and about what does he/she want to be consulted?	
3 Is a counselor available, and what types of referrals does he/she want?	
4 Who in your school can you go to for help in diagnosing or working with students with severe learning or behavior problems?	
5 Who is the custodian in your building? What services can he/she provide?	
6 Who are the secretaries in your building and how might they be of service to you?	
7 How many teachers are on the school staff? Are they organized into departments or teams?	
8 Are there any other beginning teachers in the building? Who are they?	
9 Who are the teachers who will teach in the classrooms nearest mine?	
10 Is there a student and/or teacher handbook that I may have?	

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Checklist 3 Policies Regarding Accountability / Grading

Question	Notes
<p>1 <i>What is your policy regarding ...</i></p> <ul style="list-style-type: none"> a. heading papers b. use of pen or pencil c. writing on back of paper d. neatness e. incomplete work f. late work g. missing work h. due dates i. makeup work j. student materials/supplies 	
<p>2 <i>How do you intend to...</i></p> <ul style="list-style-type: none"> a. post assignments b. let students know assignments were missed when they were absent c. explain how assignments will be graded d. keep students aware of requirements for long-term assignments e. help students organize notes and assignments not turned in daily 	
<p>3 <i>For effective monitoring of work, how and when will you ...</i></p> <ul style="list-style-type: none"> a. check on all students, not just the distracting or demanding ones b. allow students to work in pairs/groups 	
<p>4 <i>Policy regarding group work ...</i></p> <ul style="list-style-type: none"> a. use of materials and supplies b. assignment of students to groups c. student participation and behavior 	
<p>5 <i>Miscellaneous ...</i></p> <ul style="list-style-type: none"> a. special equipment b. fire and disaster drills c. lunch period 	