

NEW TEACHERS NEED TO KNOW NOW!

CREATING A SURVIVAL PACKET

Collect as many materials listed below as you can and organize them in a binder labeled "Survival Tips".

Materials

- Class lists
- Curriculum guides for grade levels
- Materials - supplies for classroom projects, bulletin boards, etc.
- Mission statements and vision statements
- PowerSchool information
- Report cards and parent communication
- Schedules (daily, weekly, block, holiday)
- State policy for reporting abuse, neglect or other legal issues
- Substitute teacher expectations
- Teacher-student handbook - classroom and school rules, policies, behavior and classroom expectations

Procedures and School Culture Protocols

- Classroom cleanup expectations
- Copy machine - procedures, copyright laws, etc.
- Dress code
- Drills - tornado, fire, lockdown, etc.
- First aid procedure - how one knows if a student has epilepsy, diabetes, ADHD, etc.
- Getting support for students in crisis (home problems that students bring to school)
- Guidelines for referring students for misbehavior (Where do they go? What do you write?)
- Hours expected to be in building
- How to use the library to enhance teaching resources (school or public)
- Instructional resources--texts, software, online district resources
- Keys - explain access points and hours, etc.
- Library - policies, checkout, classroom use, checking out materials, etc.
- Other school customs for holidays or staff birthdays, etc.
- Parking
- Protocols and expectations that are not written (how teachers get lunch and where they eat, etc.)
- Sending students to the nurse (from colds to crisis-how to know the difference)
- Share the model your school is using, i.e., inclusion or pullout
- Student attendance and tardy procedures
- Supervisory duties and expectation for new teachers (hall duty, cafeteria, recess duty, bus duty)
- Use of phones (i.e. number for individual extension, phone usage, pass code, how to turn on and shut off ringers, and how to personalize voice mail)