

# A CHECKLIST To start your school year

This guide will assist you to stay on track during the first days of school and throughout the semester. Check off the boxes as each item is completed. Review any uncertainties with your mentor.

## PREPARATION

- Know your **Employee Number**.
- Dress Appropriately**. You are the role model.
- Payroll**—Know how to access your paycheck online. Go to the GSD portal: <https://portal.graniteschools.org/LoginPolicy.jsp>
- Know how to use **AESOP** to report an illness.
- Activate and Clear your **District email account** when it gets to capacity.
- Be sure to read, comprehend and follow the **Child Abuse** bulletin, Bullying, Acceptable Use Policy, Social Media policies.
- Know your **status** and the type of **contract** you possess.
- Know the name of your **School STS** and your **Mentor**.

## GET TO KNOW YOUR SCHOOL

- Visit** your school prior to opening day and **PREPARE** for the first day of school.
- Keep a school map handy.
- Know the **School Visiting Policy**. If a visitor comes uninvited, contact the main office.
- Obtain a school calendar and District calendar.
- Know the Back to School and Open House dates.
- Be familiar with the School Improvement Plan.
- Quickly learn how to take attendance and grade.
- Learn and practice the school Emergency procedures.
- Make friends** with other teachers. Be open to suggestions.
- Obtain a copy of the school yearbook and get to **know staff names**.
- Be Flexible**.
- Support Staff**: Get to know the school secretary, custodian and other support staff.
- Get Keys**. Both the classroom room key and the bathroom key if applicable.

## SETTING UP YOUR CLASSROOM ENVIRONMENT

- Set up Teacher Space**. Organize your desk, reference materials, filing cabinet and supplies
- Set up Student areas**. Organize your materials, desks and student centers to support your discipline plan and daily routines. (This includes areas for classroom supplies-include these areas in your procedures)

- Establish a room environment.** Consider the Traffic flow, Bulletin Boards/ Posters and personality of your classroom.
- Classroom Technology.** Check to make sure all of your technology works and be aware of how to use it. (SMART Boards, VCR/DVD Player, Projector, Voice Enhancement System, Teacher computer and printer, Your district log in and email, and student computers).
- Write down Questions.** Ask earlier rather than later. Write questions as they occur to you for your mentor, colleagues and principal.

## SETTING UP DAY ONE

- Be Professional.** Place cell phone on vibrate, do not text message in class and do not hold a personal conversation on the cell phone during class time.
- Introduce yourself** to students. Tell them one positive and UNIQUE thing about you!
- Establish **Rules and Expectations** for engaged classroom participation.
- Have a **PLAN.** Student learning begins on the FIRST day.
- Teach **policies and procedures.**
- Plan for **Transition** between one activity to the next. Vary activities.
- Connect with Students.** Learn names, communicate clearly and get to know them.
- Greet** students at the door.
- Communicate with parents** often. Get the name right. Make positive comments as well as citing the negative behavior. Focus on solutions, end on a positive note. Keep a record of the call and conversation.
- Closure:** inform students that the bell does not dismiss the class, you do.
- CHECK** with your administrator if you need additional supplies, furniture or resources.
- Obtain** policy for the use of the copier.
- Don't be afraid to ask for anything that requires special attention or clean up.
- Bring wipes for cleaning.
- Test your computer equipment.

## STUDY YOUR CONTENT

- Collaborate with colleagues and become familiar with curriculum expectations- Find and use the district Curriculum Maps
- Create a simple syllabus or unit description, lesson plans and activities.
- Utilize online teacher resources.

## DEVELOP YOUR CLASSROOM MANAGEMENT PLAN

- Make sure that your expectations and plans align with district policy.
- Become familiar with the school's expectation and discipline policy.

- Develop your own rules and rituals. Post them about the room. Teach them starting day 1.
- Determine how you will teach rules/procedures to support the structure of the classroom.
- Develop a rewards and celebration system for the classroom.
- Plan how you will incorporate the Behavior Policy in your classroom.
- Be sure that your personal watch is synched with the bell.