

25 QUESTIONS YOU SHOULD ASK YOUR ADMINISTRATION DURING THE FIRST DAYS OF SCHOOL

1. How do I check out regular and supplemental texts?
2. How do I sign up my class for the library?
3. Is there a Mentor or Buddy System for me at the school site?
4. Do I get a conference period or time to collaborate with colleagues?
5. When is Back to School Night and Parent Conference Night?
6. What are the procedures for taking a class to an assembly?
7. What machines are available to use – copier, computer, DVD, laminator, etc.?
8. Where can I get free and inexpensive materials?
9. What are the attendance accounting procedures for students, and what are my responsibilities in attendance record keeping?
10. To whom do I report serious problems with a student's health or behavior?
11. What is the School Discipline Policy?
12. How do I report a disciplinary problem?
13. What student records must I maintain in cumulative folders?
14. What procedures do teachers follow for contacting parents by letter or phone?
15. What is the School Visitor Policy?
16. How do I make arrangements for a field trip?
17. What should I expect from a parent conference?
18. What should I do if I must leave my room during class?
19. What should I do in case of a medical emergency in the classroom?
20. How do I handle a fight between students?
21. How do I arrange for a substitute?
22. How do I request for personal, professional, or sick leave?
23. What is my salary and what are my deductions?
24. Who do I contact if I am experiencing difficulties?
25. How do I know if I am doing a good job?