

Teacher Startup Checklist

#	Tasks		Notes
1	I have a school email account		
2	I have identified all teacher resources for my class		
3	I have been given a photocopy code		
4	I know how to use the photocopy machine (double sided/staples/adding paper/etc.)		
5	I learned how to use the laminating machine if available		
6	I have taken a walk throughout the entire school and familiarized myself with exits, bathrooms, staff rooms and playground		
7	I have completed and submitted all HR papers to the office.		
8	I have read the Teacher Checklist policies, teaching expectations, staff handbook, etc.		
9	I have read the Student Code of Conduct		
10	I have read the Parent Handbook		
11	I know the extensions to dial for office, principal and VP		
12	I have sent a welcome/introductory email to parents of all my students		
13	I have read and understood recess duty responsibilities		
14	I can access the Long-Range Plans		
15	I have a plan for the first day of school		
16	I have a copy of the Timetable (teacher/class schedule)		
17	I have understood the school's Salah expectations		
18	I have understood dismissal duty responsibilities and know how to dismiss my class		
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Routines and Procedures for Managing Your Classroom

- Have a copy of your routines and procedures to hand to each of your students on the first day of school. (Keep extra copies on hand for new students who arrive later in the year.)
- Do not simply hand out the list, go over it once, and expect the students to comply.
- **Teach the most important, key procedures over a period of days**, one or two at a time.
 - Explain the rationale behind the routine or procedure.
 - Model the routine or procedure for the students.
 - Give the students non-examples of compliance.
 - Have the students (or one student) model the procedure.
- **Teach the less important routines and procedures by simply stating the routine** or procedure, monitoring it, and reinforcing it when necessary.
- ***Be consistent. Don't give up after a few days.*** The time spent teaching, monitoring and reinforcing routines and procedures during the first three weeks of school will pay tremendous dividends. If the routines and procedures are established at the beginning of the year, the entire rest of the year will be more enjoyable and productive for both you and your students.

What follows is a list of routines and procedures. Every good classroom manager will have thought about each of these before the beginning of the year. (However, it's never too late to start!) Modify the list to suit your needs.

Classroom Routines and Procedures

- Entering the classroom and beginning work
- Absences/Make-up procedures
- Getting out of your seat
- Assignments
- Getting supplies
- Getting into groups and working in groups
- Independent work
- Lining up to leave the room
- Snacks/Water and Restroom
- Exchanging papers
- Asking questions and getting help
- Finishing work early
- Visitors to the room
- Responding to fire drills, "codes", or other alerts
- Sudden illness
- Cleaning the room at the end of the period
- Organizing materials
- Homework
- Changing classes

- Dismissal