

Beginning of Year Teacher Checklist

By the end of the 2nd Week, Teacher Knows:

- ☐ Names of all students
- ☐ Where students sit in each period (i.e. seating chart)
- ☐ Who, at your school, you can ask for help about...
 - ☐ ... lesson planning & instructional materials
 - ☐ ... individual students
 - ☐ ... technology
 - ☐ ... school policies/ operations

By the end of the 2nd Week, Students Know:

Policies

- ☐ Bathroom policy
- ☐ What to do if they come late
- ☐ What materials to bring to class
- ☐ What to do if you forgot materials
- ☐ If it's okay to eat or drink in class
- ☐ Where trash goes and when you dispose of trash
- ☐ Grading policies

Communication

- ☐ Each other's names
- ☐ When you can talk to classmates
- ☐ How to ask for help
- ☐ What to do if you don't understand/ didn't hear directions
- ☐ When/ how to voice a concern
- ☐ What to do if there's an accident (i.e. something breaks or spills)

How to Work

- ☐ Where to sit
- ☐ What to begin when you enter the classroom
- ☐ What you'll be learning this year/ this marking period
- ☐ Expectations for work time (i.e. is it okay to talk to neighbors? Have phones out? Wear headphones?)
- ☐ Expectations for when the teacher is talking (i.e. is it okay to have your back to the teacher? Hood on? Headphones in? Talk to others?)
- ☐ Expectations for when other students are talking (i.e. is it okay to have your back to the teacher? Hood on? Headphones in? Talk to others?)
- ☐ How to turn in work
- ☐ What to do if you're finished
- ☐ How to tell if your work is meeting class expectations

Technology

- ☐ When to log into the computer
- ☐ What the computer can be used for
- ☐ What to do if the computer isn't working
- ☐ When/ if you can use headphones
- ☐ When/ if you can use your phone/ have your phone out