

Start of School Checklist

Teacher:

Year:

Grade:

Check when completed:

Basic Organization and Housekeeping:

- _____ Class list -- Student Names
- _____ Schedule
 - Times
 - Room Numbers
 - Special Programs
- _____ Text book Names
- _____ Room Key
- _____ Alarm Procedures
- _____ Emergency Numbers
- _____ E-Mail Addresses of Staff
- _____ Roll book
- _____ Grade Book
- _____ Grading Requirements (Number of Grades per Week per Subject, etc.)
- _____ Student Code of Conduct
- _____ Campus Handbook
- _____ Textbook Checkout Procedures

Technology:

- _____ Software Ordering Procedure
- _____ Hardware Upgrade Procedure
- _____ Submitting Technology "Trouble Ticket/ Service Request"
- _____ Computer Equipment Inventory
- _____ User Accounts/ Passwords
- _____ E-Mail Account
 - Ability to Accept Attachments
 - Acceptable Use Agreement
 - Policies for Displaying Student Work
- _____ Type of Collaborative Software (e.g. Exchange, GroupWise, Notes)
- _____ Intranet
- _____ Online Grade book
 - Address

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Teacher:

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- Access from Home

Website

- Campus Page

- Classroom Page

Library:

Library Sign Up Procedures

- Library Schedule

Library Research Resources

Library Checkout Procedures

Library Automation Software Procedures

Audio/ Visual:

Overhead Projector

LCD Projector

Tape Recorder

Instructional TV

VCR

Laser Disk Player

Other:

Curriculum:

- Curriculum Guides

- Reading

- English/ LA

- Math

- Science

- Social Studies

- Health

- Spanish/ ESL

- Fine Arts/ Art

- Music

- Physical Education/ P.E.

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Teacher:

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District Information:

- _____ Mission Statement
- _____ Philosophy of Learning

Student Discipline:

- _____ Discipline Procedures
- _____ Parent Contact Policy
- _____ Contact Logs