Things to do before school starts...

- Find your classroom.
- Put away supplies.
- Arrange your classroom. Think about traffic flow and line of sight.
- Gather textbooks and materials.
- Develop classroom procedures...signing in, turning in work, classroom cleanup, rest room breaks, etc.
- Outline a behavior management plan. Think about possible rewards and incentives.
- Put important dates on your calendar.
- Read all handbooks.
- Tour the building.
- Meet with your mentor.
- Set up gradebook or grade-keeping software.
- Check classroom computers, boards, and other technology.

Find out about these.....

- Master schedule for school
- Sign-in procedures
- Extra duties
- Teacher handbook
- Student handbook
- Curriculum guides/maps
- What to do if you’re absent
- Substitute procedures
- School calendar
- School goals
- Behavior policies
- Evaluation forms
- Insurance information
- Direct deposit information
- Money receipt procedures
- School and district website
- Email and phone procedures

Do you have these.....?

- Gradebook or plan book, or software for this
- Pens
- Pencils (lots of them!)
- Stapler
- Tape dispenser
- Paper clips
- Masking tape
- Board markers
- Copy paper
- Construction paper
- Tissues
- Hall passes
- Receipt book
- Teacher editions
- A “can do” attitude

Important people to meet.....

- Principal
- Mentor
- Assistant principal(s)
- Secretary/receptionist/data manager
- Media specialist/teacher librarian
- Custodians
- Cafeteria staff
- School nurse/social worker
- Special area teachers
- School counselors
- Teacher assistant (if you have one)
- Your fellow grade-level teachers

Go!!