**High School Checklist **

Before the Opening of School

Mentor Teacher contacts new teacher, as soon as possible and welcomes him/her to the school district.

* Teaching assignment/class schedule
* Teaching materials, including textbooks

**Spaces to visit:**

* Tour of the building
* Classroom setup
* Parking space assignment, if applicable
* Work space, including school-wide faculty, department, and individual office space
* Lounge space, including refrigerator, microwave, and dining facilities
* House office and mailbox
* Copying facilities

**People to meet:**

* Principal, Assistant Principal(s)
* Department, house, and other colleagues
* Housemasters
* House secretaries
* Guidance counselors
* SPED and other support staff
* AEA building representatives
* Main Office staff
* Cafeteria Staff

**Policies and procedures to learn:**

* Attendance and tardiness policy
* School homework policy, relating to absences due to illnesses, field trips, family vacations
* Reporting teacher absences *Aesop*(sick days and personal days)
* Computer hardware /software/AV equipment
* Library: checking out books, bringing a class for research, putting readings on reserve
* Substitute folder for unexpected absences
* Fire drills and evacuations routes
* Lunch schedules and rotations if applicable
* Drug/alcohol policy
* Bullying policy
* Cellphone policy

**Items to obtain:**

* Class list, Individual Education Plans (IEP’s) for SPED students and 504 plans
* Keys
* Grade record book and lesson plan books
* Calendars: system-wide calendar and school calendar
* Opening schedule for teachers and students
* Teaching supplies (dry erase markers, pens, paper clips, etc.)
* Department resources (books, videos, maps, overheads)
* AEA/MTA/NEA informational materials

**Short and long-term planning**:

* Personal and professional goal planning
* Classroom management, routine, and discipline
* Curriculum planning with team/dept. head
* Assessment: philosophy, goals, and methods
* Professionalism and collegiality, including school culture, expectations, appropriate dress, etc.
* Recertification plan, including professional development points (PDPs), workshops, in-service credits, etc.
* Balance in personal and professional life
* Peer observations of each other and other teachers
* Student learning issues: SPED students, interpreting IEPs , and 504 plans, working with SPED staff
* Calendar of school meetings and topics
* End-of-term testing schedule if applicable

**Items to develop and/or obtain for students:**

* First day and first week lesson plan
* Assignment sheet
* Course expectations/introductory letter
* Home contact information
* Textbooks and book receipt forms

**Procedures to learn:**

* Back-to School Night (early fall)
* Parent/counselor/student meetings
* Field Trips

18

* Professional development opportunities (including early release days and professional day)
* MCAS preparation (spring) and analysis
* Enrichment programs
* Athletic contests
* Musical and theatrical performances
* All-school dances
* Student registration/placement for next year (early spring)

**Closing of school:**

* End of the year activities for seniors
* Collecting and storing textbooks
* Procedure for lost/damaged textbooks
* Clean up classroom
* Return AV equipment and library materials
* Exams: schedule, proctor instructions, room assignments
* Final grade
* Turn in grading books and keys
* Graduation Ceremony
* Daily schedule for last days of school

**Middle School Checklist **

Before the Opening of School

Mentor Teacher contacts new teacher, as soon as possible and welcomes him/her to the school district.

**First Days of School**

Building:

* Bathrooms
* Staff parking
* AV room/Media Center
* Library
* Computer Rooms
* Teacher’s Lounges
* Offices
* Mailbox
* Supply Room
* Nurse’s Room

People to meet:

* Mentor(s)
* Principal
* Assistant Principal(s)
* Team Leader
* Secretaries
* Other teachers in your grade/cluster
* Other teachers in your school
* AEA building representatives
* SPED staff-especially those working on your team
* Guidance counselors
* Custodial staff
* Cafeteria staff

**September**

Policies and Procedures:

* Progress reporting process
* Student attendance and tardiness
* Homework (school/team/district)
* Reporting Teacher Absences-*Aesop* (sick and personal)
* Understanding Power Teacher
* Acceptable Use Policy
* Grade Book
* Substitute plans – what to have available and where they should be located
* Obtaining hardware/software and AV equipment
* How to report technical problems (tech support)
* Library-Checking out books, other library opportunities
* Fire Drills and evacuations
* Drug and alcohol policy
* Bullying policy and action
* Discipline policy
* Arranging field trips
* Read Arlington Public Schools Webpage (parents read it)
* Read OMS webpage (parents read it)

Items to obtain:

* Class list, Individual Educational Plans (IEP’s), 504 Plans, ELL information
* Keys
* Lesson plan books, if provided
* Calendars: system-wide, school, and Professional Development calendars
* Opening schedule
* Teaching supplies (markers, pen/pencils, paper clips, etc.)
* Curriculum resources (books, videos, maps, overheads, etc.)
* AEA/NEA/MTA informational materials

Short and long-term planning

* Personal and professional planning goals
* Classroom management, routines, and discipline
* Assessments: philosophy, methods, goals (district/school)
* Budget management and ordering policy
* PTO allocations and ordering if applicable
* Program evaluation
* Professionalism and collegiality, including school culture, expectations, appropriate dress, etc.
* Certification/Recertification plan, including professional development points (PDPs), workshops, in-service credits
* Peer observations
* Training on software applications available on classroom computer(IT Specialist

Upcoming school events:

* Back-to-School Night
* Parent visitation days
* Conferences
* Closing of grades
* Progress Reports go home
* See district and school calendar for other important items

Discussion items or topics:

* Classroom management issues
* Assessment procedures
* Early parental contact
* Individual Education Plans (IEP’s) and 504 Plans

**October**

* Procedures and options for mid-term progress reports
* Professional development opportunities and the guidelines for obtaining PDP’s
* Balancing personal and professional life
* Curriculum planning options (within the team, among subject area colleagues, cross-curricular activities within the grade level)
* Professionalism, collegiality, school culture issues
* Formal observations by administrators
* Continue conversations about Respect, Anti-Bullying and Standards Based Education
* Procedures for term grading, including recording grades, comments, deadlines, etc.

**November**

* Procedures for term grading, including recording grades, comments, deadlines, etc.
* Students and/or other issues
* Tips on conducting a parent conference
* Ongoing contact with parents including follow up with parental questions/concerns
* Plans for improving/changing instructional practices for the second marking period (team, grade)

**December/January**

* Time of year issues
* Student (and possibly teacher) apathy
* Discipline issues
* Tips for transitioning into and out of a long holiday vacation

**February**

* MCAS preparation and related issues
* Goal setting for the second half of the year
* Thinking about summer plans (professional development, work, etc.)
* Peer observations for the second half of the year
* Reflection on observations done by building administrators

**March/April**

* Budgeting/ordering for the coming year
* Thinking about practice and ways to end the year in June
* Evaluations
* Special activities
* Ongoing preparation for MCAS including special schedule that the building may follow
* Progress reporting

**May**

* Reflecting and goal setting for next year
* Administering MCAS
* Disruptions at the end of the year from school activities
* Assessment and end of the year progress of students
* Continue conversations about Respect, Anti-Bullying and Standards Based Education

**June**

* Final progress reportand student comments
* Special closing activities with classes/teams
* Procedures for closing school
* Collecting and storing materials
* Returning AV equipment and materials
* Communicating student information to receiving teachers
* Preparing the classroom for possible summer use
* Turning in keys, etc.
* Possible schedule changes for the last week of school

**Elementary Checklist **

Before the opening of school

* Check on professionalism, collegiality, school culture, appropriate dress
* Find out how to access needed furniture
* Identify a “go to person” to answer questions with issues that are specific to your school if your mentor is not easily accessible or ask your principal for that info
* Learn who the administrators and other support staff are in the district
* Have your class list and know who your students are
* Read all the IEPs of students in your class
* Know of any specific health issues of students
* Check that you have all of the curriculum materials that you will need and that should be in your classroom
* Have the opening schedule of school and related meetings
* Contact Arlington Public Schools Human Resources Dept. for information on district schedules
* Set up your classroom
* Tour your building
* Develop a classroom management plan
* Set up your classroom

September or earlier find out:

*Building*

* Teacher and student bathrooms
* Staff parking place and details
* Teacher’s workroom
* Teacher’s lunchroom if different than workroom
* Location of nurse’s room, music room, art room, library, cafeteria, auditorium(s), after school program
* Teacher’s mailboxes
* Where to get supplies
* Where to get keys
* Where the custodian’s office is located
* The time the building is open and closed for the day
* AEA/MTA/NEA Informational Materials

*People to meet or to know about*

* Principal
* Lead teacher
* Arlington Education Association liaison in your building and officers of AEA
* Librarian, music teacher, art teacher, nurse, school secretary, social worker, reading teacher, social worker, all general ed. and special ed. teachers in the building
* Know who the TAs are in the building
* Lunch supervisors and cafeteria staff
* Know who the administrators are in the district – on the Home Page with phone numbers
* Know who your custodians are
* Know who the PTO officers and School council members

**September - June**

Procedures:

* Student attendance and tardiness
* Arrival and dismissal times
* After school dismissal times
* School bus schedule
* The nurse’s schedule
* Library circulation process
* Contacting home/family
* Obtaining supplies
* Ordering curriculum materials
* Movement in the building
* Fire drill and evacuations
* Reporting teacher absences (sick and personal days)
* Opening and closing times of your school
* Special Education referral process & procedures
* ELL Process

Policy:

* Homework policy
* Recess policy
* Communication with parents
* Cellphone use for teachers and students
* District Progress Report
* Substitute coverage
* Acceptable Use Policy

Calendar:

* Progress report schedule
* Grade/period cutoffs
* School holidays
* District professional days
* Early Release Days
* Building based meetings
* Individual School Events
* End of year procedures