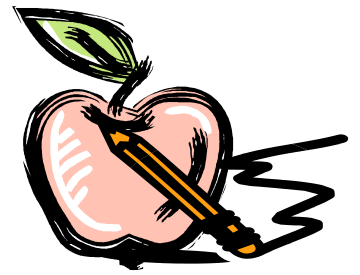


30

Questions You Should Ask During the First Days of School



1. Where and how do I secure supplies (chalk, erasers, paper, etc.)?
2. How do I check out regular and supplemental texts?
3. What are the procedures for use of audio-visual equipment?
4. Who is my mentor?
5. What should I be doing to prepare for evaluations?
6. How do I order films, videos, audio cassettes, etc.?
7. What are the procedures for taking my class to assemblies?
8. When am I responsible for locking my room?
9. What machines are available for me to use – copier, computer, VCR, laminator, etc.?
10. What are the attendance accounting procedures for students, and what are my responsibilities for record keeping?
11. With whom should I consult as I make decisions on the use of supplemental materials?
12. What are the grading guidelines for the school? What documentation must I provide?
13. Is there a computer-grading program I should be using?
14. To whom do I report serious problems with a student's health or behavior?
15. What student records must I maintain in cumulative folders?
16. What should I expect from a parent conference?
17. What should I do if I must leave my room during class?
18. What procedures should I follow for contacting parents by letter or phone call?
19. What should I do in case of a medical emergency in my classroom?
20. What are the procedures for crisis events such as fire, earthquake, or lock-down?
21. How do I handle a fight between students?
22. How do I report a disciplinary problem?
23. How do I arrange for a substitute?
24. How do I apply for personal, professional, vacation, or sick leave?
25. What is my salary, and what deductions are taken?
26. What is included in my health plan?
27. Are there any unwritten rules for teachers in my school?
28. Where do I go if I am having trouble?
29. How do I make arrangements for my students to visit the media center?
30. What are my responsibilities as far as inventory is concerned?

My mentor's name is _____

My mentor's room number is _____

My WCEA Building Representative is _____

My WCEA Representative's room number is _____

For additional questions or help, contact YOUR professional association - WCEA