

Before School Duty? Yes No Location: _____ Time: _____

Morning Schedule

Keep in mind: regrouping, assemblies, specials

Lunch Time: _____ Duty? Yes No Location: _____ Time: _____

Afternoon Schedule

End of Day Duty? Yes No Location: _____ Time: _____

Classroom Logistics

- Classroom Rules (or where they can be found)

- Lunch Count Procedure

- Student Helpers/Reliable Students

- Students who go with other teachers during the day

- Keep in mind Speech, Special Ed./Resource Teachers (ELL, reading, etc.), Gifted/Enrichment, OT, Instrumental lesson, social worker, etc.

- Students that should be kept separated

- Homework Procedures

- Where to find referral/behavior forms & procedures

- Where to find emergency papers, maps, & procedures

- Procedure to contact the office/send a student to the office

- Teachers you can ask for help if you have any questions

- Students with allergies & students with medications (include time & procedure to send to the nurse for medications)

- How to use equipment (computer, projector, document camera, etc.)

- Passwords you may need

- Bathroom/Hall Pass Procedures

- Pencil/Pen Use & Rules

- Classroom Behavior Plan

Other Notes

Afternoon Dismissal

Car pickup

Bus riders

Walkers

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Dismissal Procedures for Students

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Substitute Report

Absences &

Students who left early

Behavior *notes*

Lesson *notes*

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Class Roster

