

## Teacher Tips

### **30 questions you should ask during the first days of school**

*Get a head start! If you're in a new school or you're a first-year teacher, use these questions as a guide to what you'll need to know about school policies in the coming year.*

1. Where and how do I secure supplies (chalk, erasers, paper, etc.)?
2. How do I check out regular and supplemental texts?
3. How do I make arrangements for a field trip?
4. How do I use Safari Montage™?
5. How do I sign my class up for the library?
6. What are the procedures for taking a class to an assembly?
7. When am I responsible for locking my room?
8. What machines are available for me to use - copier, computer, VCR, laminator, etc.?
9. Where can I get free and inexpensive materials?
10. With whom should I consult as I make decisions on the use of supplemental materials?
11. What are the attendance accounting procedures for students, and what are my responsibilities in attendance recordkeeping?
12. What do I do with any money I collect?
13. What are the grading guidelines for the school system? What documentation must I provide?
14. How do I fill out an interim report and when do they need to go home?
15. To whom do I report serious problems with a student's health or behavior?
16. What student records must I maintain in cumulative folders?
17. What procedures do other teachers in my school follow for contacting parents by letter, email or phone?
18. What are permissible things to put in an email about students?
19. What should I expect from a parent conference?
20. What should I do if I must leave my room during class?
21. What should I do in case of a medical emergency in my classroom?
22. How do I handle a fight between students?
23. How do I report a disciplinary problem?
24. How do I use Smart Find Express™ to report my absences? (see BCPS website)
25. How do I apply for personal, professional, vacation, or extended sick leave?
26. What is my salary, and what deductions are taken and when?
27. Are there any unwritten rules for teachers in my school?
28. What is my personnel file and what is in it?
29. Where do I go if I am having trouble?
30. How do I know if I am doing a good job?