

Survival Orientation for Success

Mentor Checklist of Mandatory Areas to Cover

Subject/Topic:	Specific Areas to Mention:	Additional Info to Share:
Daily sign-in teacher procedures		
What to wear/what not to wear		
Required working hours	Please define school expectations (walking in, or in room?)	
Parking		
Lunch	Expectations of drop off/pick up, where teachers eat, cost/procedure of purchasing a teacher lunch	
Student arrival/dismissal procedures	<p>*Are teachers expected to stand at door as students arrive?</p> <p>*Elementary- ensure that a system is developed and in place for students on first day of school for proper dismissal (K-name/bus tags, etc)</p> <p>* (Primary) When are parents expected to leave room on first day? Please discuss how to handle parents who are reluctant to leave?</p>	
Activity/Planning Procedures	Drop off/pick up, locations	
Attendance	First few days of school (six day count) may include different procedures. Please be sure to clarify both sets of procedures.	
Morning announcements/pledge times/procedures		
Student information collection Student allergies and/or medications	<p>Any forms required to go home on the first day?</p> <p>Location of emergency and transportation information collected at registration</p>	

Emergency procedures	Fire drill, tornado drill, various color codes	
First Day of School	Any special treats or documents you provide to your students/parents? Please share with your new teacher.	
Custodial Issues	Discuss procedures for spills, accidents, etc.	
Bathroom Policies/Locations	*Elementary- send students in pairs when not in classroom? *Secondary- school-wide policies on bathroom passes? *Adult bathroom locations/coverage for classes policies	
Teacher Duty Schedule/Procedures		