

## **Teacher Tips**

### **30 Questions You Should Ask Before the School Year Begins!**

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

1. Where is the manual for school system policies and procedures?
2. Where and how do I secure supplies (chalk, erasers, paper, stapler)?
3. How do I check out regular and supplemental texts?
4. How do I make arrangements for a field trip?
5. How do I sign my class up for the media center?
6. How do I order instructional materials?
7. What are the procedures for taking a class to specials(art, music, P.E., media)?
8. When am I responsible for locking my room?
9. What machines are available for me to use--copier, computer, VCR, laminator, etc.? What are the procedures for their use?
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 record keeping?
12. What are the grading guidelines for the school system? What documentation's must I provide?
13. How do I fill out an interim/progress report?
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 procedures do other teachers in my school follow for contacting parents?
17. What should I expect from a parent conference?
18. What should I do if I must leave my room during class?
19. What should I do in case of a medical emergency in my classroom?
20. How do I handle a fight between students?
21. How do I report a disciplinary problem?
22. How do I arrange for a substitute?
23. How do I apply for personal, professional, vacation, or sick leave?
24. What is my salary and what deductions are taken?
25. Are there any unwritten rules for teachers in my school?
26. Where is my personnel file and what is in it?
27. How do I know if I am doing a good job? Where do I go if I am having trouble?
28. What is the protocol when working with other school staff (i.e.instructional assistants, secretaries, custodians)?
29. How often am I observed/evaluated? What are the procedures?
30. What are the procedures for reporting suspected child abuse? What are the procedures if I am accused of child abuse?