

First 10 Days of School Procedures

1. On the first ten days of school for students, teachers are to send the number of students who have enrolled in their classrooms to the office by 8:30 a.m. each morning. Students whose names appear on class lists should not be counted in enrollment until they have actually entered the school.
2. Instructional supply fees (\$7.00) should be collected from all pupils and must be receipted. All monies collected from students are to be receipted and reported to the secretary/bookkeeper. *Money for any other items should not be collected and receipted without the written approval of the principal.*
3. Ensure that all students have an emergency form completed and on file in the classroom and the main office. Notify the office of any charges (phone numbers, address, name, etc.) so information can be updated on a regular basis in the Powerschool database.
4. Establish classroom routines, procedures and expectations. You are the leader in your classroom (Standard 1).
5. Teach school-wide Positive Behavior Support rules and expectations. (see the handbook)
6. Make positive contacts home to parents and guardians within the first 10 days.
7. Create emergency substitute plans.
8. Know transportation procedures for all students.
9. Complete your self-assessment.
10. Complete the fire drill/emergency roster.
11. Practice emergency drills.
12. Teach digital citizenship.
13. Get parent/student/teacher compacts signed and returned to office.
14. Collect student contact information sheets.
15. Collect student residency forms.
16. Get parent handbook page signed and filed in the office.

