

Being Prepared

What you need to know

- School hours for students and for teachers
- Your classroom and curriculum duties and responsibilities
- Additional duties and responsibilities such as bus, hall and lunch duty
- District and school policies for:
 - ~ Assigning homework
 - ~ Dispensing medication
 - ~ Using copyrighted materials
 - ~ Grading
 - ~ Make-up work
 - ~ Using e-mail and Internet
 - ~ Students leaving class
 - ~ Collecting money
- The school procedure for:
 - ~ Duplicating materials
 - ~ Taking sick and personal leave
 - ~ Getting classroom supplies
 - ~ Purchasing
 - ~ Reading something over the intercom
 - ~ Putting information in the daily bulletin
- The policy for referring students for:
 - ~ Special education
 - ~ Gifted and talented classes
 - ~ Section 504, Rehabilitation Act of 1973
 - ~ Speech and language services
 - ~ Title 1 assistance
- Who to contact in case of classroom emergencies when CPR, first aid or security might be needed
- When faculty, team, grade level, department and other regular meetings are held
- How and when to fill out progress reports and report cards
- How to fill out school forms: what information should be included on each and how they are handled
- How and when you are paid
- What insurance coverage you have

What you need to have

- Required district forms like your W-2, insurance enrollment, teaching license, physical examinations (keep copies of all forms you submit)
- Grade book or other student record forms
- Lesson plan book
- The forms you may need during the first week of school, such as:
 - ~ Student accident forms
 - ~ Student absence reports
 - ~ Hall passes
- Student “good news” reports to families
- Calendar and personal organizer

First Things First

1. Join your local Association/TEA/NEA — before the first day of school, if possible — and arrange to pay your dues automatically through payroll deduction. If you’re already a Student TEA member when you begin teaching as a full-time teacher, contact your local Association to upgrade your membership to Active status so you will have the benefits and protection you need as a teacher with full responsibility for students.
2. Review the tips in this guide and use it as a reference throughout your first year(s) of teaching. This guide can also be accessed in the Members Only section of the TEA Web site, <http://www.teateachers.org>.
3. Sign up to attend one of TEA’s New Teacher Conferences to strengthen your classroom management skills. Check out the dates and details for this year’s offerings in the Conferences section of the TEA Web site, <http://www.teateachers.org>.

Section One: Getting Started

