

Know Your School's Rules and Procedures Checklist

Teaching and child is truly a team effort and there will be times you will need to lean on other teachers as well as your administration. It is crucial you know your schools' rules and procedures, so that way the team can work together.

The longer you work at a school you realize there is a difference between what is supposed to happen and what really happens. You have to be prepared the best that you can so you know how to proceed when it comes to discipline. Here is a checklist to get you started for helping to understand your school's expectations of your students and of you when it comes to discipline.

THINGS TO CONSIDER	THE ANSWERS
What is your school's policy about profanity?	
Are students allowed to be on their phones and headphones during school hours and if they want you to take the electronic device what are you supposed to do with it?	
How does your school want you to document tardies and will they issue consequences or are you expected to issue consequences?	
How, where, and when can you make copies and is there a limit or code that you need?	
Is there a common school wide pass procedure? Is there a pass that is issued to you or can you use your own. When can you and how do you send students to the nurse's office, the front office, or the counselor.	

THINGS TO CONSIDER	THE ANSWERS
<p>What kind of behavior problems is your administration expecting you to deal with and when is it okay to refer them to the office?</p>	
<p>What is the procedure for referring students to the office? What needs to be documented and how do you document it?</p>	
<p>If students are sent to the office how will you know what consequence they earned and will they be sent back?</p>	
<p>Are you able to suspend students from your class and if so for how long and what is the procedure?</p>	
<p>If you issue consequences for your students does it need to be documented and do you need to call home?</p>	
<p>What number do you call in case of an emergency such as a fight or medical needs?</p>	
<p>Who do you call to cover your class in case you have to leave it?</p>	