

Pre-Student Teacher: _____

DESCRIPTION OF SCHOOL PROCEDURES

Goal: To initiate communication and compliance regarding school-wide procedures and classroom routines used daily in the school environment (*Competencies D. 1., D. 4., & D. 5.*).

Enduring Understandings: Teachers are proficient in a variety of routines and procedures as part of their daily professional conduct.

Directions: Read a copy of the school's procedures manual and discuss procedures with your cooperating teacher to answer these questions.

1. What is the required arrival time and minimum departure time for the professional staff?
2. How do teachers report off when ill? What should you do if you are ill when expected to be here?
3. How is student attendance taken for the day and for each class period?
4. Is there a dress code for teachers or students? If YES, describe the code(s).
5. What is the fire or emergency procedure for the classroom of your cooperating teacher?
6. What is the procedure for student permission to use the restroom?
7. What is the method for having class sets of printed documents made for class use?
8. How do faculty members reserve special facilities or pieces of equipment for classroom use?
9. What is the procedure for student use of school telephones or cell telephones in the school?