

First Day Checklist

Elementary General Music

(Adapted from the Music Mentors of Iowa Mentee handbook)

People to Meet:

- Principal
- Music Dept./Supervisor
- Secretary/ Office Staff
- Counselor(s)
- Custodian(s)
- Assistant/Vice Principal(s)
- Media Specialist
- Nurse
- Special Area Staff

Things to do:

- Find Room(s)
- Find Schedule(s)
- Post Emergency plans- tornado, fire, crisis, etc....
- Post any school behavior plans or systems
- Mark Calendar with Key Dates (wall calendar is a great visual)
- Decorate Bulletin Board
(<https://www.teacherspayteachers.com/Browse/Search:music%20bulletin%20boards>)
- Put away, refill, inventory supplies
- Open/ Go through all cabinets & closets
- Gather texts and materials
- Read all district/buildings policies
- Setup grading procedures & grade book (?’s ask your building IT guy)
- Outline classroom procedures (enter, exit, bathroom, tissues, pencil)
- List consequences/incentives
- Tour the building
- Locate a curriculum guide
- Review Class List

Essential Materials & Equipment:

- Gradebook/computer program
- Stapler/ Staples
- Thumbtacks
- Magnets w/ clips
- Scissors (multiple pairs)
- Paper clips/binder clips
- Scotch, masking, packing, painters tape
- 3-hole puncher
- Dvd player (if the computer does not have a drive)
- Computer location
- Check out technology (ie. Chromebooks / I pads or 1:1 school)
- Projector, smartboard
- Speakers/sound system
- Bluetooth adapter (freedom to walk around the room)
- Hall Passes (bathroom, office, nurse, etc...)
- Writing Utensils- Pens, Pencils, Permanent Markers, Crayons, Colored pencils
- Paper- copy, construction, cardstock, colored
- File Cabinet
- Storage (shelves)
- Instrument inventory

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Find Out About:

- Teacher Handbook
- Student Handbook
- Office sign-in procedures
- Volunteer/parent visit procedures
- Attendance Procedures
- Substitute Procedures
- Discipline Procedures
- Lunch Procedures
- Personal/professional/family leave
- Request PD time
- Leaving early/doctor appts
- School safety plan
- Schoolmaster calendar (cafeteria, gym, etc...)
- Fire/Tornado/Earthquake/Intruder drills
- Office referrals for behavior
- Guidance referrals

Your Discipline Plan:

- Stated clearly
- Positive
- Posted
- Limited # of rules
- Documenting Procedure

Consequences are:

- Stated clearly
- Understandable
- Enforceable
- Progressive
- No more than 4 steps

Activity/Extra Curricular Concerns:

- Transportation requests
- Building Use
- Requisition/Purchase
- Eligibility Policy
- Field Trip Policy
- District Practice Policy
- Priority in calendar conflicts
- Fundraising permission

Other checklists:

- Join Professional Organization(s)
 - NAFMe; AOSA; OAKE; MMEA; StIAOSA; ACDA; MCDA
- Review Master Contract
- Create a Professional Folder for important papers
- Display diploma(s), licenses
- Have pianos tuned if needed