Getting Started….
(New Teachers)

Welcome to CASE - We're glad you're here!
Introduction to staff members – CASE and school levels
(such as administrators, secretarial/office staff, tech people and librarian)

How to…
Order equipment, find/purchase supplies, schedule a room, find instructional materials, make copies, laminate, get online, make phone calls and set up voice mail, get a parking pass, acquire passwords to classroom/district grading and other technology programs, get into the building after hours

Where is…
the bathroom?
my mailbox?
the lunch area?
the special ed office?
my ID and keys?

Getting Ready for the First Day
- Classroom management strategies and classroom standards
- Lesson plans
- Setting a daily schedule
- Long term and unit planning
- Attendance procedures
- Classroom procedures – bathroom, locker, late work, grading scale, tardy, final exams, being prepared, homework
- Lunchroom/Playground/TDPE procedures
- Recordkeeping requirements and forms (attendance, referrals, student passes, field trip requests)
- Dress code
- Emergency procedures (weather, health-related, disaster)
- Caseload management – Review of IEPs, setting up related services

Policies, Procedures and Good to Know
- Faculty meeting/linkage meeting expectations
- Curriculum Night/Open House
- Procedures for reviewing student records/confidentiality
- CASE forms/school forms – who needs what
- Calendars – CASE and district
- Identification of home school

And…
- ACCESS TO IEP PROGRAM(S)
- Emergency Sub Plans
- Absence procedures – who do I call and what forms need to be filled out
- Professional development – documentation, opportunities

Our next scheduled time together is _____

September

Open House
- Preparing materials, room readiness, anticipated questions, sign-in sheets

Building Knowledge
- Clubs and activities – opportunities for staff and students
- Progress reports
- Parent conferences
- Book orders

Student Issues
- Discuss resources at building and CASE levels, suggestions, observations, supports
- How/when to provide additional help

Data Keeping
- Grading
- IEP objectives
- Assessments – classroom, program, district
- Communication with parents

Sharing a Room?
- Courtesies
- Getting organized
- Storing materials

Curriculum
- Scope and pacing
- Materials to differentiate for different student levels
- Assessment
- Planning with other staff members

Our next scheduled time together is _____

Observation #1 date _____

October

Meaningful Evaluation
Using Rubrics
Formal/Informal Assessment
Grading
Updating goals/data presentations

Suggestions for Dealing with Angry Parents
Listen
Clarify - What does the parent want to see occur
Take notes/follow through
Inform administrators – building and CASE
Ask another teacher or mentor to sit in
Stay focused on discussing student
Goal – teamwork/collaboration

Other Things to Discuss
Field trips
Pre-approval for coursework, professional development
Associations/professional organizations

Our next scheduled time together is _____

Quarter One Reflection

November/December

Becoming Part of the School Community
- Observe other teachers or students in other classes
- Opportunities at school

Being Aware
- Gang and drug awareness
- Bullying

Confidentiality
- Where is the line?
- Explore conversations with teachers, parents, students, specialists

Holiday Practices/Procedures
- Food
- Decorations
- Movie policies
- Scheduling

Our next scheduled time together is _____

Teachers to observe _____

Quarter Two Reflection

January/February/March

Teaching/Grading Pressures
- Fresh ideas/lessons
- Late work
- Rubrics
- Projects
- Struggling learner supports
- Emotional supports for students

Learning from others
- Reflect on observation(s) of other staff members
- What skills can be learned
- What materials can be shared
- Who can help with…..

Expanding instructional techniques
- Cooperative learning
- Questioning strategies
- Motivational strategies
- Higher level thinking strategies

Standardized Assessment Preparation
- Preparing students
- Understanding the assessments
- Procedures/Protocol
- Delivering accommodations
- Extra time students
- Case manager responsibilities

Our next scheduled time together is _____

Observation #2 date: _____

Quarter Three Reflection

Ending Year One
April/May

Transitioning students
- Paperwork to complete
- IEP information

School procedures
- Material storage
- Equipment storage
- What is required to be turned in?
- Summer room usage
- Building accessibility
- Borrowing materials/Instructional program online accessibility

CASE procedures
- What is required to be turned in?
- Assignments for upcoming school year
- Summer School or ESY opportunities

Quarter Four Reflection

Mentor Program Requirements
- Meeting Logs