QUESTIONS NEW TEACHERS MAY WANT TO ASK

Building Questions

* How do I know when I am responsible for various building duties?
* Do I need to check at the principal’s office when I arrive and leave the building?
* Where do I make personal telephone calls?
* When can I work in the building outside normal school hours?
* May I have a key to the building?
* Should I lock my classroom/office door at night?
* May I take school equipment home to use?
* What time do I need to arrive in the building on school days?
* What time may I leave the building after students leave?
* Are there restrictions on who uses which Xerox machine in the building?
* Where should I get the paper when I need to copy materials?
* What do I need to do if I want a hot lunch from the school cafeteria?
* How do I get help when a student gets sick in my classroom?
* Are the spaces in the parking lot assigned?
* May I go to the teachers’ lounge during my planning time, or do I need to spend planning time in my classroom?
* Is there a building hospitality fund?

Curriculum Questions

* Am I expected to get a certain amount done by the end of the school year?
* Can I add or subtract things from the curriculum?
* Are there any restrictions on whom I invite to be a guest speaker?
* May I have animals in my classroom?
* What should I do if I don’t have enough books or workbooks?
* If I don’t quite understand what the curriculum guide suggests, whom should I ask?
* Is there a standard for grading that I must follow?
* Are there rules about make-up work for students who miss?
* If I have a substitute teacher, what do I need to do?
* What is my relationship to the department head or team leader?
* How much of what I am teaching do I need to share with others?
* Are department or team meetings required if I have other district duties outside the building?
* What is my role with the specialist in physical education, art, music, etc.?
* What should I do when I don’t know what to do with a curriculum question?

Managing the Classroom and Administration Questions

* What do I do if I need to be away from school to attend a meeting or conference?
* What should I do if I am ill and cannot come to work?
* Whom should I talk to about personal concerns involving myself and other staff members?
* What should I do with a student that I cannot discipline?
* How do I get supplies for my room?
* May I bring my own chair or rug to put in the classroom?
* Is there any money to buy supplies that are not in the building?
* How can I get things like desks or furniture moved in my room?
* Am I required to attend parent organization meetings?
* What are my responsibilities if I have a special education student in my classroom?
* May I contact people in the district office, or should I go through the principal’s office with my request?
* How do I get involved with district curriculum projects and other projects that are done on a district-wide basis?
* What should I do if I want to take my students on a field trip?
* How do I get a bus for a field trip?
* What can I do if I get sick in the middle of the school day?
* Do I have to get approval before I buy something for my classroom?
* If I spend my own money to purchase something for my classroom, is there some way for me to get reimbursed?
* If I want to talk to the principal, should I drop in the office, write a note, or ask for an appointment?
* If I feel that a student is wearing inappropriate clothing, what can I do?
* Is there a building handbook I should use?