

Appendix G

KNOW YOUR SCHOOL

(Questions the Student Teacher should ask)

Know the School District:

1. Where are the central administrative offices?
2. Who is the superintendent? Are there other central administrators? Who are they and what do they do?
3. What is the extent of the school district? Does it include more than one community? The whole county?
4. When and where does the school board meet? Are teachers encouraged to attend school board meetings?
5. What services are provided to teachers by the central office? Is there a central media center? If so, how do you order materials?
6. Where are the other schools in the district?

Know Your School Building:

1. Where is the principal's office (also counselor, custodian, school nurse, etc.)?
2. Where are the restrooms?
3. Where is the lounge or teacher's workroom? Smoking regulations?
4. What are the fire drill regulations? Other disaster drills?
5. Where do you go for supplies?
6. Are there rules for using materials and equipment?
7. Where is the cafeteria? Gymnasium? Music room? Art room? Library?
8. Are there designated parking areas for faculty?

Know the Faculty and Staff:

1. Who are:
The principal? The counselor(s)? The librarian? The special subject teachers? The school nurse? The custodian(s)? The school secretary? The lunch room staff? The aides or playground staff?
2. Does the school have any "traveling teachers"? Who are they and what are their duties? Where are their offices or classrooms?
3. Who are the teachers at your grade level, in your wing or in your department?

Know the Classroom:

1. Where is your space?
2. Where do you hang your coat?
3. Where are classroom materials stored?
4. What books are available for classroom use?
5. What about bulletin boards? What does the teacher use them for and how often are they usually changed?
6. Are there hall display spaces or bulletin boards for which your department or grade level will be responsible for?
7. What does the custodian do and what is the teacher expected to do in terms of room maintenance?
8. What early responsibilities are you expected to assume relative to classroom lighting, temperature, and ventilation?

Know the Routines:

1. What is your classroom schedule?
2. Who picks up the students from music or P.E. in the elementary school?
3. Are there hall or bus duties?
4. How does the teacher handle room duties?
5. How are papers handed out and returned?
6. How is attendance taken and reported?

Know the School Rules:

1. Is there a school handbook containing rules and regulations? Read it.
2. If a student has to go to the office, do they need a pass?
3. What are the rules about absences and tardiness?
4. What are the discipline policies?