## First Day Checklist

## **Elementary General Music**

(Adapted from the Music Mentors of Iowa Mentee handbook)

People to Meet:		Essen	Essential Materials & Equipment:	
	Principal		Gradebook/computer program	
	Music Dept./Supervisor		Stapler/ Staples	
	Secretary/ Office Staff		Thumbtacks	
	Counselor(s)		Magnets w/ clips	
	Custodian(s)		Scissors (multiple pairs)	
	Assistant/Vice Principal(s)		Paper clips/binder clips	
	Media Specialist		Scotch, masking, packing, painters	
	Nurse		tape	
	Special Area Staff		3-hole puncher	
			Dvd player (if the computer does not	
Things to do:			have a drive)	
	Find Room(s)		Computer location	
	Find Schedule(s)		Check out technology (ie.	
	Post Emergency plans- tornado, fire,		Chromebooks / Ipads or 1:1 school)	
	crisis, etc		Projector, smartboard	
	Post any school behavior plans or		Speakers/sound system	
	systems		Bluetooth adapter (freedom to walk	
	Mark Calendar with Key Dates (wall		around the room)	
	calendar is a great visual)		Hall Passes (bathroom, office,	
	Decorate Bulletin Board		nurse, etc)	
	(https://www.teacherspayteachers.c		Writing Utensils- Pens, Pencils,	
	om/Browse/Search:music%20bulleti		Permanent Markers, Crayons,	
	n%20boards)		Colored pencils	
	Put away, refill, inventory supplies		Paper- copy, construction,	
	Open/ Go through all cabinets &		cardstock, colored	
	closets		File Cabinet	
	Gather texts and materials		Storage (shelves)	
	Read all district/buildings policies		Instrument inventory	
	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			

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Find Out About:		Activi	Activity/Extra Curricular Concerns:		
	Teacher Handbook		Transportation requests		
	Student Handbook		Building Use		
	Office sign-in procedures		Requisition/Purchase		
	Volunteer/parent visit procedures		Eligibility Policy		
	Attendance Procedures		Field Trip Policy		
	Substitute Procedures		District Practice Policy		
	Discipline Procedures		Priority in calendar conflicts		
	Lunch Procedures		Fundraising permission		
	Personal/professional/family leave				
	Request PD time	Other	checklists:		
	Leaving early/doctor appts		Join Professional Organization(s)		
	School safety plan		NAfMe; AOSA; OAKE;		
	Schoolmaster calendar (cafeteria,		MMEA; StIAOSA; ACDA;		
	gym, etc)		MCDA		
	Fire/Tornado/Earthquake/Intruder		Review Master Contract		
	drills		Create a Professional Folder for		
	Office referrals for behavior		important papers		
	Guidance referrals		Display diploma(s), licenses		
			Have pianos tuned if needed		
Your Discipline Plan:					
	Stated clearly				
	Positive				
	Posted				
	Limited # of rules				
	Documenting Procedure				
Consequences are:					
	Stated clearly				
	Understandable				
	Enforceable				
	Progressive				
	No more than 4 steps				