

Secondary Student Teaching
Suggested Activities for the first week of student teaching

Completing the following activities during the first few days of student teaching can greatly facilitate your transition into the classroom and school environment.

1. **Ask for a copy of:**
 - a. School handbook
 - b. Faculty handbook
 - c. Student handbook
 - d. School calendar
 - e. School schedule
 - f. Parking regulations
 - g. School directory
2. **Obtain** a class list or seating chart and learn the students' names.
3. **Learn** policies of the school (e.g., discipline, dress, student activities).
4. **Learn** the classroom management policies of your classroom.
5. **Learn** the location of the library, music room, guidance office, computer lab, gym, work rooms, cafeteria, restrooms, etc.
6. **Know** action plan for Universal Precautions and potential emergencies (e.g., fire drills, tornado drills).
7. **Acquaint** yourself with times teachers are expected to arrive/leave.
8. **Introduce** yourself to the principal and extend your appreciation for your student teaching placement.
9. **Acquaint** yourself with attendance policies and forms.
10. **Get** a copy of all teaching materials and reference materials being used in the classroom.
11. **Review** grading procedures and forms with your cooperating teacher.
12. **Introduce** yourself to other teachers, office staff, lunchroom workers, janitors, school nurse, guidance counselors, etc.
13. **Obtain** information about the community and area facilities.
14. **Familiarize** yourself with the school's service facilities (e.g., procedure for reproducing materials, media resources, supplies), etc.
15. **Learn** about parental involvement in the school.