

<b>Occasional Teacher Checklist</b>		
1	<b>Special needs accommodations/modifications</b> Make note of students who leave the classroom for program support or those who need in-class accommodation.	<input type="checkbox"/>
2	<b>Special health concerns</b> Are there students in your class who have medical concerns? Do they require medication? Where is it located? What is the procedure?	<input type="checkbox"/>
3	<b>Opening exercises/announcements</b> Determine the regular routine for anthem, announcements, prayers, etc.	<input type="checkbox"/>
4	<b>Supervision duties</b> Determine whether you have duty and the procedures involved when on duty.	<input type="checkbox"/>
5	<b>Fire drill procedures</b> Determine the procedures and exits applying to the classroom to which you are assigned.	<input type="checkbox"/>
6	<b>First aid</b> Determine the first aid procedure and the location of the first aid kit.	<input type="checkbox"/>
7	<b>Audio-visual equipment</b> Determine if audio-visual equipment is required throughout the day and where it is located.	<input type="checkbox"/>
8	<b>Photocopying</b> Determine if there is material that must be copied and the procedure for doing so.	<input type="checkbox"/>
9	<b>Computer use</b> Determine the policies concerning computer use.	<input type="checkbox"/>
10	<b>Library</b> Determine the procedures for visiting the library.	<input type="checkbox"/>
11	<b>Physical education/gym</b> Determine procedures for gym class. Do students change? Do you need a key?	<input type="checkbox"/>
12	<b>Student dress code</b> Is there a dress code or uniform? Are there any procedures regarding dress code violations?	<input type="checkbox"/>
13	<b>Use of electronic devices</b> What are the school/classroom policies regarding the use of MP3 players, cell phones, etc.	<input type="checkbox"/>
14	<b>Entry procedures</b> Determine what the entry procedures for your class are and where you should be to greet the students.	<input type="checkbox"/>

15	<b>Attendance procedures</b> Determine the attendance procedure.	<input type="checkbox"/>
16	<b>Washroom/fountain visits</b> Determine the classroom procedure for washroom and fountain visits.	<input type="checkbox"/>
17	<b>Lunchtime</b> Determine the procedure for lunch dismissal and lunch supervision.	<input type="checkbox"/>
18	<b>End of day/dismissal routines</b> Determine the end of day procedures and the routines for tidying up.	<input type="checkbox"/>