

## At The School

Initially, even before meetings start in the school, staff handbooks are sources of valuable information specific to a school. The following list indicates the topics that new teachers need to know about and may be contained in a staff handbook. If the school handbook does not cover all of these topics then questions need to be asked to gather the additional necessary information.

 PDF download

Staff Handbook Suggested Topics	
	Administrative Responsibilities
	Announcements
	Assembly Schedule
	Athletic Team Policy
	Attendance
	Attendance Letter
	Audio Visual Equipment
	Board/District Contact Information
	Board/District Mission Statement
	Bomb Threat Planning Guideline
	Booking Specialized Rooms (e.g., gymnasium, library, computer lab)
	Budget Allocations
	Bus Routines
	Care Of The School
	Chalk Boards
	Class Lists
	Classroom Lists
	Classroom Organization
	Classroom Supervision
	Clubs
	Coaching Sports
	Comments
	Communication
	Consequences For Unacceptable Behavior
	Contacting Home
	Crisis Response Team
	Daily Schedule
	Dances
	Department Leaders

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