

Easy Start Teacher Checklist

HCHC Leadership Academy



Introduction



Before instructing students, I will:

- ❖ Submit a copy of a recent background report pulled within the last 3 years or remit \$25.00 to HCHC and have them pull one on my behalf.
- ❖ Create/Update my [class syllabus](#) and upload it to the [Teacher Portal](#).
- ❖ Sign a Freelance Agreement.



Welcome

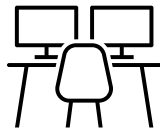


To show school spirit, I will:

- ❖ Wear my [Ambassador Tee](#) in class, during events and on field trips.
- ❖ Adhere an HCHC school bumper sticker to the rear of my vehicle.
- ❖ Join the [Meetup Group](#) and RSVP for school events and field trips.
- ❖ Participate in school fundraisers and fundraising events.



Work



On the first day of class, I will:

- ❖ Greet parents and have them sign the [Sign-in Sheet](#).
- ❖ Distribute copies of my syllabus to parents and students.
- ❖ Have students design a [name tag](#) for designated cubby assignments.
- ❖ Have students design and make a bathroom pass unique to the class.
- ❖ Have a Socratic discussion with students regarding bullying and distribute the [Student Pledge](#) for them to take home and review with their parents. This form must be signed and returned by the 3rd week of class.
- ❖ MORNING TEACHERS: Incorporate a [hand washing ritual](#) before dismissal.



Thank You



At the end of each day, I will:

- ❖ Issue a weekly homework assignment and record attendance via my Teacher Dashboard
- ❖ Clean-up my classroom/space and arrange it to its original configuration.
- ❖ Collect and empty the garbage from my classroom, if applicable.