

Appendix E: Cooperating Teacher: Sample Welcome Activities Checklist

- Introductory Activities**
 - School culture
 - Composing letter of introduction to parents
 - Meeting key school personnel
 - Assignment of desk/storage space in classroom
 - Use of collaborative log
- Daily Activities**
 - Daily schedule
 - Attendance procedures
 - Lunchroom regulations
 - Group movement within the building
 - Dismissal procedures (bus, walkers, parent pick-up, etc.)
 - Release of students to the authorized person(s)
 - Playground rules (teacher's responsibilities)
- Yearly Activities**
 - Fire drills
 - Reporting accidents, first aid service, health services
 - Enrolling new pupils, readmission of pupils who have been ill
 - Testing programs
 - Teacher meetings (pre-service teacher's part in them)
 - Parent-teacher meetings
 - Procedures for snow days/late openings/early dismissals
 - Procedures for dealing with students who become ill in the classroom/at school
 - Collection of money (field trips, book orders, school pictures, etc.)
 - Home visitations, pupil gifts
 - Reports to parents
 - Rules regarding field trips
- Organizational Activities**
 - District and building handbooks for students and teachers
 - Organizational chart for school
 - School calendar and school hours
 - Use of duplicating equipment; requisition of supplies and equipment
 - Supervisory policies: principal, central office personnel
 - Media center policies
 - Parking