

The O.A. Thorp Teacher Binder Checklist 2012-13:

(Please check the Teacher Toolbox under “Binder” for Missing/Updated Documents)

- **Attendance and Classroom Routines (All of these items must be in your Binder):**
 - Time Distribution Sheet (Please place a copy by the entrance door to your room.)
 - Seating Charts for each HR and class with times and periods clearly labeled.
 - Classroom Procedures (Start/End of day routines, bathroom routines, center instructions, list of student helpers, etc.)
 - Class/Grade Discipline Plan: Class rules, consequences, timeout strategies, etc.
 - Special Instructions for Substitute Teacher:
 - Name of “go to” teacher in case of questions
 - Names of children with special needs or special accommodations for each class.
 - In case of an absence you should leave substitute plans in your binder.
 - Parent Communication Log (Optional)

- **Schedules and Calendars** (Posted under Binder in Teacher Toolbox on the Thorp Website):
 - School Organizational Chart
 - School Academic Planning Calendar
 - Master Specials Schedule (1st Quarter for K-5, 1-4 Quarters for 6-8)
 - Special Art Teacher Schedules (Special Arts Teachers only)
 - Bilingual/ELL Schedules
 - Morning Pickup Duty Schedule (Given to teachers assigned)
 - Bulletin Board Schedule (to be given Friday)
 - MAP Testing Schedule
 - Student Assembly Schedule

- **Curriculum: Maps and Lesson Plans**
 - Curriculum Timelines (Scope and Sequence for the year – each subject you teach) Posted on-line.
 - Current Curriculum Map (KUD for each subject (Posted on-line).
 - Emergency Daily Lesson Plans for Substitute (emailed to Assistant Principal gcchipain@cps.edu 1 day before absence if possible)
 - Additionally, emergency generic plans to cover at least 3 days must be emailed to Assistant Principal by the end of October.
 - Substitute plans should be updated throughout the year as necessary.

- **Data Analysis:**
 - NWEA Instructional Guidance Norms
 - RIT/Lexile/Grade Equivalency Correlation
 - Lexile/Fontas Pinnell/TRC Equivalence Form

- **School Wide Forms and Procedures** (Posted under Binder in Teacher Toolbox on the Thorp Website):
 - Thorp Teacher Handbook
 - Thorp School Wide Procedures (In assignment notebook; Must be read to Class)
 - Thorp Emergency Evacuation Procedures (Must be read to Class & posted by Exit Door)
 - Student Discipline Procedures (Detention, Teacher Time-out Buddy, Saturday School, Suspensions, etc.)
 - Detention Form
 - Misconduct Form
 - Student Fee Collection Procedure

- **How to Section:** (How to . . . instructions are found on the **Teacher Toolbox** section of the Thorp Website. Please print out whatever you find necessary. Also include any “how to’s” for special events or procedures in your room)
 - Examples may include:
 - How to create or save a PDF document
 - How to repair simple computer problems
 - How to connect to a network printer