

**SAFETY CHECKLIST FOR TEACHER CANDIDATES AND CLINICAL EDUCATORS**

Teacher Candidates will review this list with their Clinical Educator during the first week of the field experience. Clinical Educators will sign off on the checklist after the review. The Teacher Candidate should submit this form signed by the Clinical Educator to the Field Instructor at the end of the first week of the placement.

**SAFETY CHECKLIST**

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| \_\_\_\_\_ Lockdown procedures  \_\_\_\_\_ Fire and civil defense drills  \_\_\_\_\_ Tornado and severe weather  emergencies  \_\_\_\_\_ Abuse reporting  \_\_\_\_ Field Trip Procedures | \_\_\_\_\_ Bodily fluids, reporting accidents,  first aid service, health services  \_\_\_\_\_ Playground safety  \_\_\_\_\_ Releasing students to authorized  persons  \_\_\_\_\_ Collecting money |

**OTHER PROCEDURES**

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| **\_\_\_\_\_** Review of district and building  handbooks for students and teachers  \_\_\_\_\_ Procedures for snow days/late  openings/early dismissal  \_\_\_\_\_ Attendance procedures (teacher and  pupil)  \_\_\_\_\_ Reporting pupil/teacher absences  \_\_\_\_\_ Use of duplicating equipment  \_\_\_\_\_ Obtaining materials and supplies    \_\_\_\_\_ Lunchroom regulations  Clinical Educator Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ Teachers’ meetings (Teacher  Candidate’s role in them)  \_\_\_\_\_ Parent-teacher meetings  \_\_\_\_\_ Home visitations, pupil gifts  \_\_\_\_\_ Reports to parents  \_\_\_\_\_ Media center policies  \_\_\_\_\_ Procedures for dealing with students’  Illnesses  \_\_\_\_ Testing Programs  Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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