

Back-To-School Checklist

Before School Starts

Classroom Environment:

- ❑ Arrange the classroom furniture.
- ❑ Establish your classroom environment with interactive bulletin boards and centers. Some bulletin boards should be planned to reflect student work. One bulletin board can be designed as a calendar board, which will remain constant throughout the year.
- ❑ Check out an overhead projector, computers, listening center, and other audiovisual equipment.

Student Preparation:

- ❑ Obtain student supplies: paper, pencils, crayons, scissors, glue, construction paper, and rulers.
- ❑ Locate textbooks appropriate for your grade level.
- ❑ Prepare a letter to parents introducing yourself and stating your class expectation and schedule.
- ❑ Make student name tags.
- ❑ Prepare materials for students to take home the first day.
- ❑ Make copies of school bulletins or parent letters.
- ❑ Prepare a class list and assign seats to avoid potential discipline problems.
- ❑ Check your records for students with special needs.

Teaching Preparation:

- ❑ Gather teacher supplies: chart paper, markers, stapler and staples, paper clips, tape, rubber bands, pens, roll book, and plan book.
- ❑ Create your weekly schedule.
- ❑ Plan your first day activities and lesson plans for the first week.

Other Important Procedures:

- ❑ Become familiar with your school and community.
- ❑ Note the location and check-out procedures for P.E. Equipment
- ❑ Find out the procedures for checking out books from the school library.
- ❑ Gather forms necessary for reporting attendance and lunch count.
- ❑ Obtain procedures for recess/lunch.
- ❑ Obtain a copy of emergency procedures.

- Obtain emergency cards for parents to complete.

The First Day

1. Arrive Early!
2. Open blinds; provide plenty of ventilation and light.
3. Greet students at the door or line-up area.
4. Have students go to their assigned seats.
5. Have something ready for the students to do the moment they walk in the door.
6. Show students where to put their backpacks.
7. Take roll quickly.
8. Establish an opening routine.
9. Have your name on the board.
10. Salute the flag.
11. Take a cafeteria lunch count.
12. Choose temporary class helpers.
13. Establish a signal to quiet the class.
14. Schedule a time at the beginning of the day for introductions and Getting to Know You activities.
15. Involve students in the process of developing class rules. Keep them short, positive, and simple.
16. Review behavior standards, work standards, and rewards/consequences.
17. Discuss procedures to leave the room and needed passes or referral forms.
18. Demonstrate, practice, and review the rules throughout the day.
19. Review the daily schedule.
20. Begin the first instructional block of time (an Interest Inventory or “All About Me” activity).
21. Review recess standards, game rules, and assigned play areas.
22. Proceed with further academic instruction and informally assess student achievement levels (Play a math game with flash cards, graph how many letters are in each of our names, do other review-type activities).
23. Discuss the procedures for using the sink, water fountain, restroom, closets, library corner/centers, pencil sharpener, etc.
24. Explain lunch procedures.
25. Monitor students at the eating area.

26. Read aloud to students from a high interest book for at least 20 minutes during the day.
27. Proceed with more instruction of students (write a letter home about your first day back at school, teach a chanted poem or chant, practice sentence dictation, locate U.S. cities on a map, practice colors, etc.).
28. Take students outside for recess or play break.
29. Proceed with your final instructional block of the day (an art lesson in which students create a poster advertising their school, teach a song).
30. Teach housekeeping/clean-up routine
31. Distribute or assign homework.
32. Discuss return of documents and homework.