

## BEFORE THE FIRST DAY OF SCHOOL

1. Classroom Management Plan (PROCEDURES)
  - How things are to be done.
2. Classroom Discipline Plan
  - Classroom rules
  - Penalties for breaking classroom rules
3. Set Positive Expectations for ALL Students
  - What teacher expects from students
  - What students expect from teacher
4. Plan to Welcome Students to Class
  - Before School Starts:
    - Letter to students
    - Letter to parents
      - ◆ Overview of year
      - ◆ Teacher planning period
      - ◆ Contact information
      - ◆ School's contact information
      - ◆ School website address / social media pages
  - First Day of School:
    - Write name, room number, subject on board
    - Stand at door and greet students with smile
    - Check students' schedules to make sure they are in the right classroom
    - Introduce self and assure students they are in the right place
5. Prepare a First Day Script
  - My name and how it is pronounced
  - How students are to address me
  - My professional experience
  - Some hobbies / interests
  - How I have worked throughout summer to prepare for the school year
  - How the classroom has been organized
  - The classroom procedures that will allow everyone to be successful
6. Prepare a First-Day Packet
  - Introductory cover letter
  - Classroom rules and consequences
  - Homework policy
  - Class contact list
  - Supply list
  - Acknowledgement receipt for return with parent and student signature
7. Prepare Lesson Plans
  - First 10 Day Plan:
    - Introducing and discussing classroom management plan
    - Teaching, rehearsing, and reinforcing classroom procedures
    - Content related lessons and activities

## 8. Prepare an Agenda

- Schedule
- Opening assignment
- Lesson objective
- The date
- Homework assignment
- Important announcements / reminders

## 9. Prepare an Opening Assignment

- Short and easy to complete assignment

## 10. Organize the Classroom

- Arrange desks so every student is facing the front of the room and can clearly see me. Leave adequate space for students to enter and exit the room and walk through classroom aisles with ease
- Prepare bulletin boards for the first day of school.
  - Optional:
    - ◆ Display student work
    - ◆ Curriculum themes with units and grade level standards
    - ◆ Wall of fame
  - Essential:
    - ◆ Procedures
    - ◆ Rules
    - ◆ Expectations
    - ◆ Emergency information
    - ◆ Fire exits
    - ◆ Bell schedules
- Assign seats on the first day of school