

High School First-Week Plan

At the door—before class:

- Greet each student at the door. *Smile, shake hands, “Welcome to my classroom.”*
- Hand each student a welcome card with directions to a seat.
- Tell child to read and follow the instructions written on the board.
- Project opening assignment onto the screen with directions on how to complete it.

Begin class and welcome students:

- Go over PowerPoint presentation. *Personal info, procedures.*
 - Personal info:
 - My name, how it is pronounced, how students are to address me
 - *Ms. Bergquist, Coach Bergquist, address me as so, please.*
 - Professional Experience-
 - *Bismarck State College for 2 years. Graduated with 2 associates degrees*
 - *University of Mary for 2.5 years. Graduated with degrees in Elementary Education and Business Education*
 - *Have been a volleyball and basketball coach for 5 years.*
 - How I have worked throughout summer to prepare for the school year.
 - *Attended conferences, prepared lesson plans, organized my room*
 - Interests, hobbies, enjoyment-
 - *I like to be outdoors hiking, kayaking, fishing, shed hunting, playing with my dog, riding horse, playing basketball, playing volleyball, taking pictures.*
 - *I also like to read, edit pictures, listen to music, wood projects.*
 - Procedures:
 - Procedure for entering classroom:
 - Quietly
 - Assigned seating
 - Classroom guidelines/rules:
 - Guideline Fraction Notice:
 - Consequences for not following guidelines:
 - Tardy:
 - How graded:
 - Attention getter:
 - Student Responsibility Card:
 - List of what to do when student finishes work: *CHOICE*
 - Read choice novel
 - Work on other homework
 - What to do after absence:
 - Homework notebook:
 - Scheduled checkout procedure:
 - Turn in paper procedure:
 - Bathroom breaks:
 - Raise 3 fingers
 - I will nod at you to let you go
 - Sign pass book
 - Exit/re-enter classroom quietly and without disturbance
 - Pencil sharpening procedure:
 - Schoolwide discipline plan:
 - School handbook

- Let students know I have high expectations and they can live up to their potential.
- Dismissal procedure:
 - When to pack up
 - I dismiss you, not the bell.

Day 1:

Day 2:

Day 3:

Day 4:

Day 5:

Day 6:

Day 7:

Day 8:

Day 9:

Day 10: