

Beginning of the Year Checklist

- ❑ **Establish your classroom procedures**
 - Be specific; know and establish how you want things done such as quieting the class, heading on papers, times when it's okay to sharpen pencils, what to do when you finish work early, entering and exiting classroom, etc.
- ❑ **Number textbook & record the number given to each student**
 - Make sure books are stamped with school's ID
- ❑ **Make grade/attendance record book**
- ❑ **Create centers (for student who finish work early)**
 - Make copies of student's checklist to complete as they finish center
- ❑ **Have "sponges" on hand to fill in those few extra minutes**
- ❑ **Bulletin boards**
 - Decorate board; leave one board for displaying students' work
 - Have at least one board assigned for religion
- ❑ **Set up library**
 - Separate books based on subject, genre, and/or reading level
- ❑ **Seating arrangement**
 - Make sure all students have a clear view of critical instruction areas
 - Arrange to avoid possible traffic jams
 - Make sure students have personal space
- ❑ **Sample of proper heading**
 - Displayed where all students can see it
- ❑ **Create job board – rotate jobs weekly**
 - If possible create enough jobs for everyone in your class
 - Or have student create list of job with silly names
- ❑ **Make extra copies of class list**
 - Can be used to note which students have brought in supplies, homework, etc.
 - I place mine in a protective sheet – that way I can cross off and reuse
- ❑ **Post class list outside all doors**
- ❑ **Have system for collecting and return assignments**
 - Bins for collecting - I have a labeled slot for each subject
- ❑ **Start a file of any forms you make for possible use next year**
- ❑ **Make copies of "Missed Assignment" form for absent student**
- ❑ **Make copies of "Bathroom Sign-Out Sheet"**
- ❑ **Make students' subject graphs for binders**
- ❑ **Make copies of "1st Day/Welcoming Letter"**
- ❑ **Make copies of "Student Information Sheet"**
- ❑ **Keep calendar of school's yearly event handy to help you in planning**
- ❑ **Have file folders labeled Monday – Friday; file any paper in them that way they're there on the day you need them**
- ❑ **Make a "Birthday Chart" for students to fill in**
 - Decide how you will celebrate birthdays; don't forget summer birthdays

First Day Checklist

- ❑ **1st Day/Welcoming Letter**
- ❑ **Collect summer reading log**
 - **Hand out prize for completed log**
- ❑ **Supplies**
 - **Have students label supplies**
 - **Collect and store nonessential items**
 - **Be prepared – where are you going to store these items?**
 - **Have students help you put supplies in their correct spot**
 - **Mark off items students have brought in**
 - **Have extra supply lists for students missing items**
 - **Make sure materials and supplies are easy accessible**
- ❑ **Assign Seating; laminated name tags on students' desk**
 - **Laminating them ensures they will last longer**
- ❑ **Assign each student a number based on the alphabetical order**
 - **This number will be placed on right hand corner of every paper**
 - **This allows you or a student to put paper in order quickly and determine if anyone is missing an assignment**
 - **I also make sure student's assigned # coordinate with their text books**
- ❑ **Keep an extra supply of text on hand for new or unexpected students**
- ❑ **Establish/review classroom rules**
 - **Keep simple (about 4 – 5 only)**
 - **Or have students help develop**
 - **Discuss rules; make sure students understand them**
- ❑ **Plan an activity to keep students busy as you unpack and organize supplies**
 - **www.puzzlemaker.schooldiscovery.com allows you to create a word search with your students' name**
- ❑ **Plan activity to get to know students' names and interests**
- ❑ **Find out which students will be attending your after school program**
- ❑ **Homework Board, Assignment Notebook, and Homework Folder**
 - **I have one board, located in one spot, that students immediately know to start copying when they arrive in the morning. I list all homework on this, and add any as needed throughout the day.**
 - **For the first few weeks, I have students check each others assignment notebooks to ensure all students are copying down the required work**
 - **Have one folder set aside specifically for homework and important papers that are to be carried and returned from school to home.**
 - **Check frequently to ensure students are developing good organization skills**
- ❑ **Hand out Parent Information Sheet to be filled out**

1st Week Checklist

- ❑ **Review rules and consequences**
- ❑ **Establish daily procedures and routines**
 - **Review this again and again; establishing them now will make the rest of the year go more smoothly**
- ❑ **Have students start job immediately**
- ❑ **Check to ensure all supplies are turned in**
- ❑ **Be sure students know expectations about completing work**
- ❑ **Testing**
 - **Try to ensure you space out your tests so students aren't overwhelmed**
 - **If possible try to have same subject test on same day throughout the year so students and parents can anticipate and prepare for test (i.e. spelling test are given every Friday)**
- ❑ **Make sure students are aware of specials and pullouts so they can bring any necessary items for them (i.e. the correct shoes for gym)**
- ❑ **Establish routines so students know what to expect**
 - **We begin each morning by reviewing the homework board**
 - ❑ **Students begin to copy down assignments as various groups unpack**
 - ❑ **Students then “buddy check” their partner’s assignment notebook**
 - **We ended each day by reviewing the homework board**
 - ❑ **Double checking to ensure students have all the necessary texts**
- ❑ **Start Weekly Reading Log**
 - **Do first one as class as a model so students know expectations**
- ❑ **Hand out “Monthly Project” directions**
- ❑ **Create and review school and class goals**
- ❑ **Parent Communication**
 - **As needed through assignment notebook**
 - **Weekly/Monthly newsletters**
 - **Special forms as needed**
- ❑ **Preparation for Open House**
 - **Parent Volunteer Sheet/s for school parties and activities**
 - **Parent Letter defining your policies, class rules, goals, testing schedule, what you will be grading on, expectations, etc.**
- ❑ **Know your duties times; post so you won't forget**
- ❑ **Create a space to post schedules, lunch menus, up coming events, school's newsletter, and any extra forms to have handy access**
- ❑ **Create a board that students can refer to when they finish their work early**
 - **Post activities and order student are to complete – that way they won't have to disturb you - review and complete as group first**
- ❑ **It's never too early to be thinking of Parent-Teacher conference; collect antidotes and observations (both positives and negative) on students to be shared with parent**

