



# CHECKLISTS

## for your first days of school!

### Checklist: BEFORE THE FIRST DAY



<input type="checkbox"/> <b>Behavior expectations defined?</b> Integrate these into your first week of teaching.	38-54
<input type="checkbox"/> <b>Bulletin boards up?</b>	32-33
<input type="checkbox"/> <b>Parent letter and student profile ready?</b> Should be typed, run off and stapled together.	57-63
<input type="checkbox"/> <b>Supplies organized and labeled?</b>	30-31
<input type="checkbox"/> <b>Desks arranged?</b>	27-28
<input type="checkbox"/> <b>Names on desks?</b> With seating places already determined, the new or shy student doesn't have to worry about selecting a place to sit. You can separate disruptive students on the first day without getting off to a negative start. If you are concerned about desks properly fitting students, try this technique: direct students to find one that fits them, then put it in the arrangement you've diagrammed on the blackboard.	
<input type="checkbox"/> <b>Class list ready?</b> Photocopy the form provided. List students in alphabetical order by first or last name. Your list, of course, will require adjustments to accommodate late arrivals. Don't write names on permanent files or in your grade book until after the class list has settled.	75
<input type="checkbox"/> <b>Class list posted outside door?</b> Make sure that all names are spelled correctly. If you have time, display your list with a colorful background — a rainbow, flowers, sun, etc. Sometimes class lists are kept confidential until the first day of school. If so, wait until the first morning to post your list.	
<input type="checkbox"/> <b>Name on the blackboard?</b>	
<input type="checkbox"/> <b>Lesson plans completed for your first week?</b> A complete curriculum for the first week of school is available in our Master Teacher Series. Order Primary Alphabet Soup if you teach grades 1-3, or Intermediate Alphabet Soup if you teach grades 4-8.	
<input type="checkbox"/> <b>Opening talk planned?</b>	70
<input type="checkbox"/> <b>Do you know times and procedures for. . .</b>	
<input type="checkbox"/> Fire drill? <input type="checkbox"/> Taking attendance? <input type="checkbox"/> Recess? <input type="checkbox"/> Library? <input type="checkbox"/> Taking lunch count? <input type="checkbox"/> Lunchroom?	<input type="checkbox"/> Playground? <input type="checkbox"/> P.E. Classes? <input type="checkbox"/> Health room? <input type="checkbox"/> Office telephone? <input type="checkbox"/> Resource rooms? <input type="checkbox"/> Remedial classes? (chapter 1)
<input type="checkbox"/>	
<input type="checkbox"/>	