

## Elementary

# First Days of School Checklist

**Is the room ready?**

Furniture

Supplies

Equipment

**Lesson plans** for the first day, including all materials.

**Student name tags**

**Letter to parents**

**Paper work complete**

**Rules and procedures** (*be sure to explain, rehearse, and reinforce*)

**How will a student know what to do when...?**

- the bell rings
- pencil breaks or needs to be sharpened
- emergency lock down or fire drill sounds
- he/she needs help
- he/she finishes work
- he/she needs to go to the rest room, or needs a drink
- we line up
- the teacher wants his/her attention
- he/she enters the classroom
- where to catch and get off the school bus or what if the bus doesn't show up
- we go to lunch

**How do you intend to...?**

- dismiss the class
- organize traffic patterns and materials
- quiet the class
- begin the class
- help individual students
- work with groups
- collect and pass out papers

**Daily schedule**

**Cushion activities**

**Read-aloud book**

**A few simple games**

**Student packets for independent work**

**Some children's songs**

