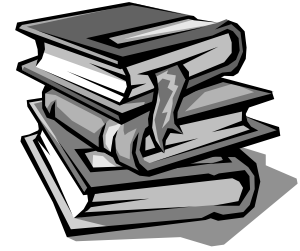


Secondary

First Days of School Checklist

Is the room ready?

- Furniture
- Supplies
- Equipment



Lesson plans for the first day, including all materials.

Seating chart (on overhead so students know where to sit)

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 or finishes work
- he/she needs to go to the rest room, or needs a drink
- the teacher wants his/her attention
- he/she enters the classroom
- we go to lunch, the next class, etc.

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

Beginning of class (bell) activities

Book or anecdotes related to your subject

A few simple games

Student packets for independent work

Policies on:

- Heading papers
- Use of pen or pencil
- Penmanship – typing, manuscript or cursive
- Late work
- Incomplete work
- Checking and grading of assignments

