You've Got the Keys to Your Classroom ...

Now what?

K-12

A Must-Have Guide for a Successful Beginning

Alaska Statewide Mentor Project
Checklist
Following are 10 important areas to consider when preparing for a successful school year:

1. Calendar
   a. District
   b. Site
2. Building Daily Schedule
3. Emergency Procedures
4. Curriculum Guide
5. Standards
   a. District
   b. State
6. Cumulative Student Records
   a. Identify student records (location of IEP)
   b. Review standardized test results
7. Assessments
   a. District
   b. Site
8. Consent Forms
9. Who’s Who in Your School
10. Materials

Use this checklist prior to students’ first day.
Class Schedule
(Have a Plan!)

Things to consider ...

• Lunch/Recess
• Mandated block of time (reading/math)
• Student rotation for classes
• Music, P.E., Library, Computer Lab, Counselor, Bilingual/Bicultural
• Assembly schedule

Classroom Management
(Have a Plan!)

Things to have in place or to create with your students ...

• Classroom expectations—with plenty of modeling
• Seating arrangement
• Behavior contracts (as needed)
Classroom Design
(Have a Plan!)

Consider traffic patterns when arranging tables/desks

- Teacher’s desk should be placed so that all students are visible at all times

Elementary:
Create designated areas, such as

- Classroom library
- Math center
- Handwriting area
- Art supply studio
- Science/exploration lab
- Computer center
- Drama center
- Block center (“noisy” area)
Classroom Routines
(Have a Plan!)

With plenty of modeling, take time to establish ...

- Expectations
- Attendance
- Lunch count
- Posted daily agenda
- Daily classroom jobs
- Lining up
- Bathroom procedures
- Hallway behavior
- Submitting student work
- Signal to indicate appropriate noise level
- Signal to stop activity and focus on the teacher
- Signal to transition to new activity
- Small group behavior/expectations
- Partner behavior/expectations
Building Your Classroom Community
(Have a Plan!)

Things to consider and/or implement:

• Interest surveys
• Students write things that help the teacher get to know them
• Greet students at the door
• Utilize morning meetings
• Design lessons to incorporate cooperative learning
• Partner or group activities

Assessments
(Have a Plan!)

Check students’ cumulative files, and consider when and how best to use …

• Pre-assessments
• Informal and formal assessments
• Post-assessments
Communication with Parents
(Have a Plan!)

Things to Consider and/or Implement:

- Welcome letter
- Syllabus
- Class newsletters
- Parent phone numbers and emails
- Folder for keeping records of parental contact and communication content
- Classroom expectations

Substitute Teacher Folder
(Have a Plan!)

Items to Include in Folder:

- Generic lesson plans
- Materials needed for lesson
- Class schedule
- Seating chart
- School/Emergency procedures
- Student/colleague helpers
- School/office staff
Documentation
(Have a Plan!)

Important information to maintain …

- Parent contact—summary of conversation, date, name, action taken
- Copies of important emails
- Copies of action taken
- Anecdotal notes:
  - informal observations of what students know
  - informal observations of gaps in knowledge
  - student behavior
- Book check-out sheet
- Reading/writing conferences with students
- Check-off list of
  - student of the month
  - special awards
  - student in Author’s Chair
Dealing With Paperwork
(Have a Plan!)

Devise a system to deal with

- Student files
- Work to be graded
- Work to be returned
- Unfinished work
- Your files—to avoid piles of paper stacking up on your desk
- School mail
- Emails—print and file if important
- Date and times of meetings, assessments, and assemblies—perhaps keep on an electronic or desk calendar