

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

Now what?



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

