

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

Now what?



A Must-Have  
Guide for a  
Successful  
Beginning



Alaska Statewide  
Mentor Project

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## 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.

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## 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)

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# 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)

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# 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

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# 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

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# 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

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# 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



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# 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

