

Back-to-School Planning Guide for Teachers

Getting organized ahead of time for the next school year will help you breeze through summer and ease back into the school season. Use this checklist to help you plan well and avoid spills, chills, and those last-minute, opening-day worries.

May

- **ASK** students for some feedback before they head home for the summer. What was their favorite and least favorite part of your class? What were the highlights and low points of the year? This information can help you improve the experience for next year's class.
- **TAKE** photographs of your classroom. You'll find it useful when planning for next year.
- **LOOK** for ways to sharpen skills through professional development workshops or classes held over the summer.

July

- **SAVE** sales slips for school-related purchases because you can use them for deductions at tax time.
- **DECORATE** and organize your room with eye-catching displays that will spark students' imaginations.
- **ARRANGE** your room with safety in mind. Place desks so that you can clearly see each student. Store all sharp art supplies and materials so they are out of reach. Post instructions for emergency procedures, and make sure all exit doors and windows are clear. Check that there are no power cords or loose rugs that students could trip over.
- **POST** class rules in a place where all students can see them.
- **SET** aside an empty KLEENEX® tissue box to use as a collection box for your Back-to-School Book Boost TABS. Start clipping coupons from participating products to use for the Box Tops for Education program.**

September

- **GET** to school early on the first day. You'll need the time to navigate back-to-school traffic, review your plan, and relax for a few minutes before the kids arrive.
- **KEEP** in mind that children are often nervous about meeting new teachers, reuniting with friends they haven't seen all summer, and trying to make new friends.
- **ESTABLISH** a dialog with parents by sending a note home during the first week. Let parents know when you're available and the best way to get in touch with you.

June

- **CREATE** a shopping list for your classroom supplies and create a supply list for parents. Make sure KLEENEX® Anti-Viral* Tissues are on both lists.
- **DISTRIBUTE** a summer reading list for students to keep them learning all summer long.
- **READ** books that will inspire you to be a better teacher.

August

- **MAIL** each of your parents a copy of the school supply checklist on the back of this wrap to prepare them for the first day of school. Make sure KLEENEX® Anti-Viral* Tissues are on the list.
- **REVIEW** school policies and practices, hours, attendance procedures, fire-drill instructions, and cafeteria rules.
- **TAKE** time to meet any new teachers. Make sure you also know the librarian, nurse, cafeteria manager, custodians, and any other building staff.
- **PUT** the finishing touches on your room. Extras like plants or posters will give the space personality and should reflect your teaching style.



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kill 99.9% of cold and
flu viruses in the tissue!
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for classrooms
(or homes)!



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