

Before the First Day

It's no secret that when you prepare for something, the sooner you start and the more time you devote to it, the easier it will be. The checklists and tips in this section can help you prepare for the first day of school with ease.

Prep-Steps Checklist (page 8)

The Prep-Steps Checklist is intended to help you with all the pre-term preparation you need to remember to do. Copy this list each year to help prepare you for the first day of school.

Save This! Checklist (page 9)

Copy and post this list as a reminder of materials to save for class projects. This list also includes ways to put these materials to work. You may also want to send copies of this list home to parents so they know what you need them to save and donate.

Procedures Checklist (page 10)

Use the categories on this checklist as guidelines to create your own checklist for classroom procedures.

Classroom Organization Checklist (page 11)

This page lists important things to consider when organizing your classroom (including safety reminders).

Class List and All-Purpose Chart (pages 12 and 13)

The reproducible class list and all-purpose chart will come in handy for recording all sorts of things all year long!

Flexible Grouping Techniques (page 14)

This page suggests how (and when) to group students randomly, by ability or skill, for cooperative learning, by interest, task, or knowledge of subject, as well as student choice. You can use this all year long.

Letters Home (page 15)

A weekly newsletter is an effective way to communicate with parents on a regular basis. Try sending the first one out before the first day of school to help students look forward to coming to your class.

Preparing for Substitutes (page 19)

Prior to the first day of school, develop Plan B and Plan C to minimize disruptions to learning.

TIPS!

- Set time limits for tasks.
- Take advantage of the time you spend waiting in line, at an appointment, for meetings to begin, and so on.

