FIRST DAY-FIRST WEEK
# First Day-First Week

**Pre-First Day**
- Class list
- Bulletin boards
- Books
- Supplies
- Arrange room
- Set up learning centers
- Prepare name tags
- Unpack
- Clean
- Room charts
- Send postcards to students/phone calls
- Name tags on desk/seating chart
- Familiarize yourself with building and personnel
- Award certificates
- Tour students’ neighborhoods
- Visit local community center
- Create a reading center
- Get to know the school secretary, custodian, etc.
- Code lockers, books, etc. with student numbers
- Fire drill procedures
- Shop for professional attire

**First Day**
- Assignment of duties (how?)
- Review:
  - cumulative files
  - medical problems
  - ability levels
- Plan initial lessons/units
- Review rules/policies
- Decorate room
- Prepare placement tests
- Prepare file folder for each student
- Create a mailbox system
- Class schedule
- Identify a mentor
- Verify who will be leaving your class (specify, etc.)
- Send parents a list of suggested supplies
- Postings-menu, calendar, emergency procedures, dismissal procedures
- Research students’ interests for age level
- Place “Welcome” sign on door with teacher’s name
- Curriculum guides/state standards
- Contact students’ previous teachers
- Become familiar with district personnel
- Investigate available technology

**First Week**
- Prepare time fillers
- Review IEP’s
- Decide upon a discipline system
- Prepare letter to parents
- Locker assignments
- Prepare first day activities-resource/title gifted
- Schedule band instrument, specials, recess, lunch
- Attend meetings
- Bus assignments
- Visit garage sales for games and books
- Set long term and short term goals
- Practice vocalization
- Secure teacher telephone directory
- A.V. equipment-secured and working
- Supplemental reading list sent to parents
- Create welcome bags for students
- Study Curricula/Content
- Create classroom incentive systems
- Visit students’ homes with a “goody bag”
- Ask parents to make a picture collage of child to send to school on first day
### First Day

- Go over rules/formulate with students
- Go over schedule
- Learn names
- Assign desks
- Emergency cards
- Jobs-class chores
- Explain aids in classroom
- Student inventory (verify parents'/guardians names and phone numbers)
- Guided tour of the classroom
- Review routines (bathroom, etc.)
- Photograph child with writing sample
- “Thanks for the first day” postcard

- Go over emergency procedures
- Explain program for the year
- Determine walkers/bus students
- Creative activity
- Get to know each other activity
- Homework folders
- Writing samples
- Scope and sequence of the year
- Share personal information
- Students make bulletin board display (puzzle pieces)
- Book about me
- Time capsule-open end of year
- Set goals with students
- Distribute letters written from last year’s students
- Review “Success Manual” (what students need to know to be successful)

- Pass out books
- Subject matter games (homework?)
- Read/sing
- Diagnostic tests
- Letter to parents-ask for volunteers, supplies
- Tour building
- “study buddy” system
- Review student handbook
- Record students’ anxieties about the school year
- Write an autobiography
- Self-esteem activity
- Explain incentive systems
- Explain “respect zones” in the classroom
- “study buddy” system
- Review student handbook
- Videotape students (reading progression)
- Tentative groupings
- Check out library books
- Substitute folder
- Role-play procedures
- Establish interactive journal
- Start “reading buddies” program with older/younger students.

### First Week

- Collect emergency cards
- Introduce grading system
- Preview units
- Introduce texts
- Establish/practice routines
- Positive phone calls
- Review fire and civil defense drills
- Review/practice lunchroom and recess regulations/procedures
- Start student generated newsletter
- Implement incentive systems
- Conduct an “End of Week” survey (accomplishments, goals, etc.)

- Review emergency procedures
- Administer diagnostic/placement tests
- Learn games
- Review room rules, policies, procedures
- Prepare seating charts
- Videotape students (reading progression)
- Tentative groupings
- Check out library books
- Substitute folder
- Role-play procedures
- Establish interactive journal
- Start “reading buddies” program with older/younger students.

- Prepare file correspondence from parents, faculty, bulletins
- Student newsletter to parents
- Trust building activities
- Research books students like
- Set goals with the class
- School pride activity (planting tree, picking up trash, etc.)
- Share personal information about self and each other
- Converse with students’ previous teachers.
- Students write letters to parents regarding Open House
CHECKLIST FOR BEGINNING TEACHERS

Before the first student day

_____ Building tour
_____ Scheduling procedure (block/rotating schedule
_____ Setting up – organizing the classroom – seating
_____ What materials are available
_____ Where to locate materials – textbooks, supplies
_____ Daily routines – attendance, lunch count, nurse’s office, etc.
_____ Essential building staff – custodian, secretary, nurse, etc.
_____ Curriculum programs and texts
_____ School/team procedures for hall, lunch, end of day, etc.
_____ Student discipline – dress code – procedures
_____ Lesson plans
_____ Addressing individual students needs – religious – medical – handicap
_____ Preparing classroom before August in-service days

_____ NEA / DSEA information-for additional information please visit the following web sites:
   • nea.org  • psea.org
   • dsea.org  • msta.nea.org
_____ Safety – emergency procedures – fire drills

_____ Extracurricular activities

_____ Schedule of faculty meetings – team meetings – department meetings

_____ Teacher request for supplies

_____ Teacher handbook

_____ Student handbook

_____ Phone locations (staff) – procedure for long distance calls

_____ AV equipment – duplication of materials – films – videos – computers
During the first few weeks/months of school

- Dress – language – attitude (professionalism)
- Services and referral procedures: (basic skills, special education, counseling, etc.)
- Staff development/personalized in-service program (PIP) – district hours
- Open House expectations – procedures
- Substitute folders – substitute service phone number
- Student incentives – awards
- Grading procedures – record keeping (maintaining students’ folders)
- Racial distribution counts
- Role of PTA – homeroom parent(s)
- Homework policies
- Hazardous materials handbook
- Handling money procedures – pictures – fund-raising – field trips
- Handling student cumulative folders
- Observation – evaluation procedures
- Library procedures
- Parent conferences
- Student testing procedures

Throughout the school year

- Student portfolios
- Teaching styles – student learning styles
- School calendar – building special events – assemblies
- Curriculum planning
- District feeder patterns
- Time available to observe other teachers
- Teacher Center – forms – where? – for what?
- District personnel
- Accurate – consistent record keeping
- Grading policies – retention – promotion procedures
- Field trips
- Graphic requests
- Custodial referrals
- Staff social events
- Computers – how to order software
- Sharing materials with colleagues
- End of year procedures
RESOURCES FOR BEGINNING TEACHERS


Robb, Laura. *35 Must-Have Assessment and Record-Keeping Forms for Reading (Grades 4-8)*. Teaching Resources, 2001.


RESOURCES FOR BEGINNING TEACHERS CONT…


Professional Organizations to Consider for Personal Professional Growth

www.ascd.org  Association for Supervision and Curriculum Development
With membership you receive a monthly journal called Educational Leadership which is a valuable resource for all the hot topics. In addition, certain levels of membership include books on these same hot topics. ASCD sponsors many professional conferences as well.

www.pascd.org  Pennsylvania ASCD

www.nmsa.org  National Middle School Association
NMSA is dedicated to improving the educational experiences of young adolescents by providing vision, knowledge, and resources to all who serve them in order to develop healthy, productive, and ethical citizens.

www.pmsaweb.org  Pennsylvania Middle School Association
(New York, New Jersey, MD)

www.ncss.org  National Council for Social Studies

www.nctm.org  National Council of Teachers of Mathematics

www.nsta.org  National Science Teachers Association

www.ncte.org  National Council of Teachers of English

www.cec.sped.org  Council for Exceptional Children

www.naeyc.org  National Association for the Education of Young Children

http://www.reading.org  International Reading Association

http://www.kdp.org  Kappa Delta Pi
Kappa Delta Pi members make up the top 10 percent of those entering the field of education, and include award-winning and outstanding practicing educators.

http://www.middleweb.com/  Middle Web
MiddleWeb explores Middle School Reform and provides a wealth of resources for schools, districts, educators, parents, and public school advocates working to raise achievement for all students in the middle grades.

www.nea.org  National Education Association