

Be Prepared Check List



THINGS TO DO BEFORE THE FIRST DAY OF SCHOOL

ROOM ENVIRONMENT

- Prepare or purchase bulletin board materials.
- Make decisions of where to post materials.
- Make classroom "Welcome" sign.
- Set up learning centers, display tables and student work areas.
- _____
- _____

SUPPLIES

- Purchase or obtain class supplies from the school office.
- Writing paper
- Drawing paper
- Construction paper
- Duplicating masters
- Duplicating paper
- Pencils/pens
- Crayons
- Paste/glue
- Stapler and staples
- Paper clips
- Rubber bands
- Straight pins
- Transparent tape
- Manila folders
- Marking pens
- Rulers
- Art supplies
- Grade book
- Lesson plan book
- Seating chart
- Attendance materials
- Textbooks/Workbooks
- _____
- _____
- _____

STUDENT PREPARATIONS

- Make student name tags.
- Prepare materials for student take-home the first day.
 - Emergency cards
 - School rules
 - Bus regulations
 - Letter to parents
 - Classroom schedule
- Prepare class list.
- Prepare seating chart.
- Check records for students with special needs.
- Select reading groups.

GETTING ORGANIZED

- Post class discipline rules.
- Arrange student desks.
- Pin up bulletin boards.
- Write lesson plans for the first week.
- Duplicate materials needed for the first week.
- Write daily schedule and your name on the board.
- Prepare files for....
 - Correspondence - parents
 - School bulletins
 - Substitute teacher
- _____
- _____
- _____
- _____