**Checklist for Preparing for Students – Day One**

**Room Arrangement**

Positive messages to welcome students (posters or door signs)

Instructional and informational bulletin boards

Labels for materials that students will access

Signs for make-up work and other student areas

Posters that spell out commonly-used procedures

Posters stating expectations and consequences

Passes for hallway and bathroom use (maybe)

**Introductory Lesson Components**

Provide structure

Embed procedures

Hold students accountable for information through questions, work, and feedback

Teach new content that you will use in the first unit

Include questions and activities that are relevant, personal, and challenging

**Necessary Procedures**

Getting students’ attention

Tardiness

Starting class

Warm-up template (maybe)

Asking and answering questions

Taking care of personal needs

Collecting papers

Ending class

Cell phone use

Implementation of consequences (steps and method)

Template to track disciplinary steps

Grading

**Welcoming Students**

Student information packet they will share with their parents (maybe)

Student interest survey or learning profile survey

Ice breakers to help students get to know each other

Opening lessons to pique students’ interest in your content area

**Working with Colleagues in Your Room**

Allocate classroom space

Create template to facilitate communication

Plan when you will meet to discuss students

Please visit **www.weheartsecondaryteachers.com** for templates and ideas.

Wendy Waller