

Back to School Night Checklist

Agenda

- Personal introduction – review your experience and hobbies.
- Textbook introductions – display textbooks.
- Daily agenda – review instructional minutes.
- Homework policy – review assignments and grading.
- School policy – review emergency contact information, dismissal information, and behavior policies and protocols.
- Yearly calendar – review holidays and testing dates.
- Parent support – review strategies for home assistance.
- School volunteers/parents on campus – review protocols.
- Attendance policy – review absences, tardiness, and appointments.



Classroom Environment

- Room – clean and organized
- Desks – organized, with name plates
- Stimulating – student artwork, posters, print rich–word walls, vocabulary
- Bulletin boards current – student work, rubrics, scores, and comments
- Classroom learning centers – labeled
- Computers – software displayed
- Curricular TEs – displayed
- Textbooks and learning materials – displayed
- Daily schedule
- Calendar – current
- Classroom rules – rules and consequences displayed
- Student books – displayed
- Student portfolios – Math, Writing, Assessment, etc.
- Student assessments/evaluations – have available
- Parent handout – copied and ready for distribution; include class expectations, homework policy, and daily schedule
- Sign-In sheet, with pen
- Snack – optional, but nice



Reminders

- ✓ Dress professionally.
- ✓ Review the agenda in your mind.
- ✓ Present the agenda slowly and confidently.
- ✓ Meet and greet all parents. Remember: This is not a conference; if parents want to discuss their child, set up an appointment to do so.
- ✓ Offer a "no homework pass" to students for attendance.
- ✓ Relax and enjoy the evening.