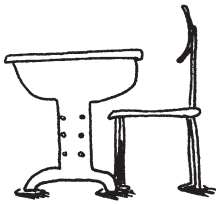
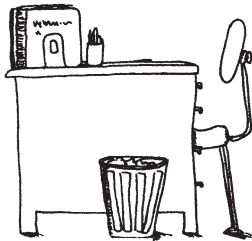


First Day Classroom Checklist



Desk Arrangement

- Equal access to front of classroom
- Easy to move around
- Facilitates cooperative groups



Teacher's Desk

- Optimal view of the entire classroom
- Low-traffic area
- Close to phone and/or intercom
- Close to power outlet and Internet connection



School Binder

- Accessible
- Up-to-date



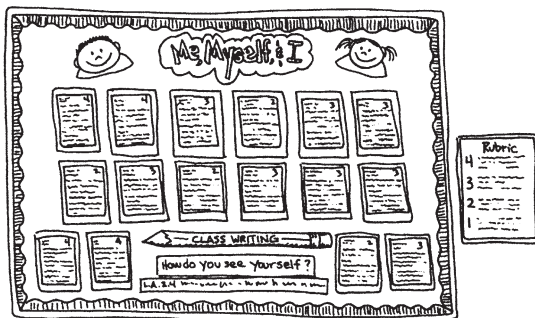
Hall Passes

- Boy
- Girl
- Office
- Nurse



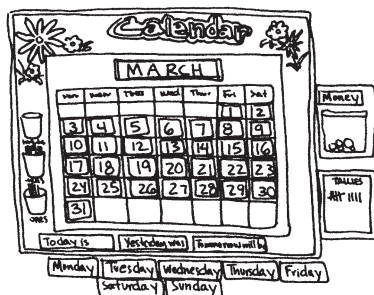
Welcome Sign

- Teacher's name
- Room number
- Grade level



Bulletin Boards

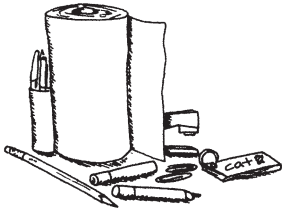
- Durable, fadeless background paper
- Neat and symmetrical
- Theme
- Title
- Question
- Rubric
- Designated for each subject



Calendar

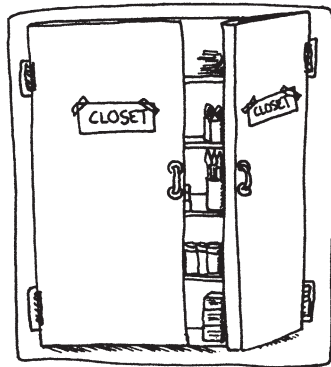
- Accessible
- Seasonal or monthly theme

First Day Classroom Checklist



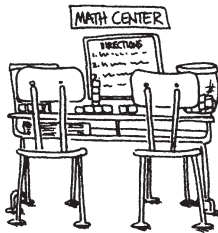
Teacher Tools

- Organized
- Easily accessible



Closet

- Organized
- Easy to access
- Heavier items on lower shelves
- Most-used items on center shelves for accessibility
- Labels



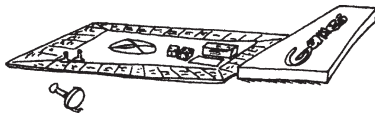
Learning Centers

- Labeled
- Independent activities
- Clear expectations, directions, and rules posted
- To be introduced to whole class



Library

- Organized by subject, theme, or genre
- Checkout system
- Comfortable seating



Games

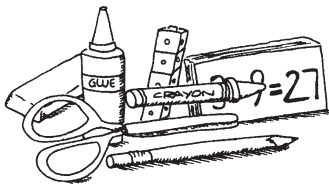
- Organized in a designated area
- To be introduced to whole class



Computers

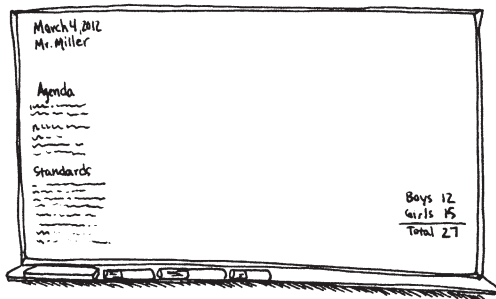
- Located to avoid distraction
- Computer rules posted
- Sign-in sheet

First Day Classroom Checklist



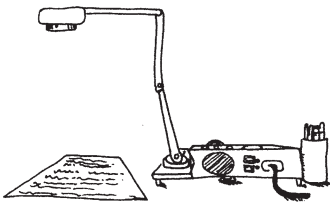
Learning Tools

- Supplies and manipulatives frequently used by students (for example, crayons, color pencils, flash cards, counters, readers, glue, scissors)
- Distracting items removed
- To be introduced to whole class



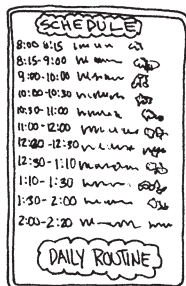
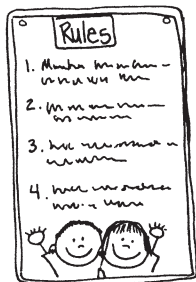
Board (White/Chalk)

- Equal access for all students
- Clean
- Markers/chalk and eraser
- Date
- Teacher's name
- Daily agenda
- Daily standards
- Student count: boys, girls, total



Technology

- Power outlets close by
- Markers, paper towels, extra bulbs
- Use of technology practiced by teacher
- Secure storage place



Rules

- Three to five rules
- Stated positively
- Generated with student input
- Consistently applied



Schedule

- To establish routine and provide structure

Behavior

- Rewards determined
- Materials ready (index cards, stickers, stamps, etc.)
- Consistent follow-through
- Students and parents notified