

## FIRST DAY.....

<b>Elementary Panel</b>	<b>Secondary Panel</b>
<p><b>Build Rapport:</b></p> <ul style="list-style-type: none"><li>• Meet/greet students at the door - smile</li><li>• Acknowledge parents</li><li>• Join students in the circle</li><li>• Introduce yourself in a positive, friendly manner</li><li>• Have students introduce themselves</li><li>• Plan for ice breaker activities</li><li>• Make contact with each child in your class -get to know students</li><li>• Be positive, warm, enthusiastic</li><li>• Take pictures of individuals and small groups</li><li>• Provide a supply of goodies - treats, bookmarks</li><li>• Establish a positive atmosphere</li><li>• Tell about yourself</li><li>• Tap into their interests</li><li>• Smile- maintain a sense of humor</li></ul> <p><b>Establish Classroom Routines:</b></p> <ul style="list-style-type: none"><li>• Have students find their seats</li><li>• Take students on a school tour</li><li>• Establish expectations for behavior</li><li>• Be organized</li><li>• Teach signal for getting attention (practice)</li><li>• Practice Fire drill procedures</li><li>• Develop classroom routines and procedures</li><li>• Model and practice how to follow routines – how to line up</li><li>• Provide a timetable</li><li>• Generate class rules</li><li>• Model appropriate behavior</li><li>• Go over entrance/exit doors, where to hang up coats</li><li>• Handout textbooks &amp; record numbers</li><li>• Review the Code of Conduct</li><li>• Remind students of Dress Code</li></ul> <p><b>Other:</b></p> <ul style="list-style-type: none"><li>• Get to school early</li><li>• Read to students</li><li>• Dress in a professional manner</li><li>• Be visible-be vigilant in supervision</li></ul>	<p><b>Build Rapport:</b></p> <ul style="list-style-type: none"><li>• Meet/greet students at the door</li><li>• Introduce yourself-positive, friendly manner</li><li>• Make contact with every student in your class</li><li>• Be a positive, enthusiastic role model</li><li>• Plan for ice breaker activities</li><li>• Establish a positive atmosphere – mutual respect</li><li>• Model appropriate behavior</li><li>• Smile - keep a sense of humor</li><li>• Get to know students ie: student Info sheet likes/dislikes, interests, jobs</li></ul> <p><b>Establish Classroom Routines:</b></p> <ul style="list-style-type: none"><li>• Have students find their seats</li><li>• Explain expectations for behavior</li><li>• Be organized</li><li>• Teach signal for getting attention (practice)</li><li>• Practice Fire drill procedures - fire exits</li><li>• Develop classroom routines &amp; procedures</li><li>• Be consistent</li><li>• Establish class rules</li><li>• Provide a course outline to students</li><li>• Model appropriate behavior</li><li>• Go over entrance/exit doors</li><li>• Handout textbooks &amp; record numbers</li><li>• Review the Code of Conduct/Dress Code/Hat Policy</li><li>• Review Late Policy/ Attendance</li><li>• Review Late Assignment policy</li><li>• Review Lab Safety procedures</li><li>• Review homework expectations</li><li>• Establish expectations for homework</li><li>• Review plagiarism</li><li>• Review Computer Use policy</li><li>• Review drug, smoking, alcohol policy</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Dress in professional manner</li><li>• Get to school early</li><li>• Use activities that ensure success for all</li><li>• Be visible-be vigilant in supervision</li><li>• Plan for a short lesson with a diagnostic assessment</li></ul>

