

Getting Ready for the Start Up of Classes

Week Before....

Elementary Panel	Secondary Panel
<ul style="list-style-type: none"> • Meet school staff (staff, librarian, other teachers) • Greet students who drop by • Plan first day activities • Decorate classroom • Personalize your room • Check supplies - books, paper, pencils • Read student OSR's • Meet with your principal & v.p. – review school rules, discipline, scheduling • Find out where photocopier, supplies are located • Set up tracking records & record keeping binder • Get organized • Review School policies - fire drills, dress code, supply teachers, emergency procedures, attendance, evaluation • Meet caretakers, secretary/ies • Develop class lists • Plan in detail for the first week • Prepare a letter home to parents • Prepare routines for washrooms • Prepare for IEP's, IPRC's • Team up with Mentor teacher • Organize student material • Determine behavior expectation • Prepare initial seating plan • Try out AV equipment • Ask lots of questions • Obtain computer login & email • Ensure textbooks are numbered • Review Student health concerns 	<ul style="list-style-type: none"> • Organize classroom (physical) • Decorate classroom • Meet school staff (support staff, librarian, other teachers) • Greet students who drop by • Plan first day activities • Check needed supplies - books • Course outlines/course of study • Read student OSR's • Meet with your principal & vice principal to review school rules, discipline, scheduling • Set up tracking records, recordkeeping binder, evaluation, attendance, communication home • Get organized • Review School policies - fire drills, dress code, supply teachers, emergency procedures • Meet caretakers, secretary/ies • Develop class lists • Plan in detail for the first week • Personalize your room (posters) • Determine routines -eg: washrooms • Prepare for Special Needs students IEP's IPRC's • Team up with mentor teacher • Organize student materials • Determine behavior expectations • Prepare initial seating plan • Try out AV equipment • Meet with dept head • Ask lots of questions • Plan around learning styles • Ask about student health concerns • Obtain computer login & email account • Ensure texts are numbered • Have name labels