

Before Students Arrive Checklist

- Mail letters to Parents (at least 2 weeks before school).
 - Have extra letters for late registered students.
- Mail letters to Students (at least 2 weeks before school).
 - Have extra letters for late registered students.
 - Include picture of my room number and myself.
- Have nametags on desk for students to easily find their desk.
 - Also have a projection screen of the layout of the desks and have the students' pictures in the desk arrangement. This will help the students know if they are sitting in the correct seat.
- Have a large poster of my name, room number, and grade level posted outside the door.
 - Also, have a class list posted to ensure the students' that they are in the correct place.
- Have bell work ready for students (write on the board: Please fill out your index card with your Name and 3 fun facts about you)
- Have index card and sharpened pencil on their desk so students all feel prepared.
- Have Human Treasure Hunt paper prepared.
- Have student and teacher name tags ready
 - The nametags will be worn for the first two weeks of school so everyone can get to know each other.
- Have copies of pink slips made in case students forget to do homework.
 - Place the pink slips in the pink bin on the side table.
- Have action plan papers in basket next to the discipline of hierarchy.
- Have copies of the Discipline Plan in the students take home folder for them to read over and sign with their parents/guardians.
 - Will be a homework assignment for the first night.
- Have a bulletin board of former student's work from the first week of school.

- Have “Star of the Week” board prepared. (For the first week, use myself)
 - Allow students to bring in pictures to connect to their Star of the Week answers.
- Have alphabet letters placed above the chalkboard/whiteboard.
- Have diploma and any certificates that show credibility for my teaching profession.
- Post all procedures on poster boards throughout the room (where they are appropriate).
- Have a poster of Rules 3 created by myself and 2 blank to be created constructively as a class.
- Have a board that shows how the students will be going home after school, the name of the student will be on which accompanying way of going home.
- Have a daily agenda posted to the right of the chalkboard/whiteboard.
- Have objectives for the day posted below the agenda.
 - First day of school: Learn procedures and rules.
- Have a calendar for students to refer to.
- Have a board where the students choose their lunch for the day.
 - This is the way I will take attendance. The arrival procedure will include each student to move their clothespin to the corresponding lunch option that they have chosen for the day. Each night I will move every student to the home plate. At 8:15 a.m. I will count anyone who hasn't moved his or her clothespin absent.
- Have an extra 2 desks and chairs than your class list says, in case of late addition students.
- Have meeting and greeting rug clean and ready for students to sit first thing in the morning.
- Have basket for paper turn in labeled and placed.
- Have a can of highlighter next to the basket- students will highlight their names before turning in their papers to prevent no named papers.
- For the first day of school, have the desk arranged in the rows- and- columns.
- Have desk placed in the back of the room.

- Have mailbox ready with each students name and assigned number on it.
- Have coat area numbered with the students' number so they know where to place their coats.
 - This would be included in the arrival procedure.
- Have students' take home and return folder in their desk.
- Provide each students with a labeled notebook for a journal, have it in a file placed by the window.
- Have stackable drawers with extra materials that students may use if they need more paper, crayons, markers or glue.
- Have all safety drills posted for any emergencies.
- Be at the door before students arrive to ensure all students are in the correct spot. As each student walks in, handshake and say "good morning" or "welcome".

Introductory Letter to Parents

- See attached document

Introductory Letter to Students

Back of Postcard

<p>Hello Cortney!</p> <p style="text-align: center;">I am so excited to meet you! We are going to have a wonderful year of learning together. I have fun projects and experiments planned for this year. I cannot wait for summer break to end so I can get to know you better! I'll be at the door waiting on you!</p> <p style="text-align: center;">Miss Chittum</p> <p>Look for room number: 33</p>	<div style="display: flex; justify-content: space-between; align-items: center;">   </div> <p style="text-align: center;">Cortney Myers</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">122 E High St.</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Redkey, IN 47373</p> <hr style="border: 0.5px solid black;"/>
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Front of Postcard



Teacher Welcome/Introduction:

Welcome to the second grade!

My name is Miss Chittum. I have it written here on the chalkboard. It is spelled C-H-I-T-T-U-M. I know it is long, but I would like to be addressed as Miss Chittum, please. Thank you. I am excited to be your teacher for this year!

I have graduated from Ball State University with an elementary education major, which means I was trained to teach all of you the best that I can! Outside of class I go to meetings and classes to continue to better myself. I love to teach and am happy to help all of you become better students! Let's educate each other this year and enjoy our time in second grade!

- **PowerPoint also attached**

Procedures/Routines:

Bathroom procedures:

- Grab sentence strip
- Clip it, with the magnet, on the correct bathroom door
- Be sure to flush toilet
- Once finished, wash hands with soap and water.
- Grab sentence strip off door and quietly go back to your seat.
- Other students who have to go, must wait for the person in front of you to get done

Lining Up procedures:

- Wait for my permission to line up
- Once permission is giving, quickly and quietly get in line
- Keeps hands and feet to yourself

Hallway Procedures:

- Keep hands and feet to yourself.
- Wave to your friends instead of talking in the hallways.
- Walk quietly in the hallway.
- Follow the leader in front of you.
- Stay with the class!

Arrival Procedures:

- Walk into the classroom
- Put chairs down.
- Remove schoolbooks from backpack.
- Hang backpack and coat up on assigned coat rack.
- Use the restroom, if needed.
- Turn in any homework in blue basket.
- Do lunch count.
- Begin Bell Work.
- Read What Do I Do Next procedure if finished with Bell Work.

Dismissal Procedures:

- Busers will get mail, when instructed.
- Put all homework; take home folder, and books in backpack.
- Quietly and softly put chairs up on desk.
- Line up at door.
- Wait for me to dismiss you, even if the bell rings!
- Once busers are gone, walkers and parental pick-ups may get repeat steps.

Carpet Procedures:

- Sit on your pockets.

- Keep hands and feet to self.
- Raise your hand.
- Be an active listener.

What Do I Do Next? Procedures:

- Work on morning bell work, if not complete.
- Work on Daily Five assignment, if not complete.
- Read AR book.
- Take AR test; be sure to write score down on result sheet.
- Read choice book.
- Free write.
- Practice spelling words.

Lunch Count Procedures:

- Grab your clothespin with your name on it.
- Clip your clothespin on the correct spot, ex. Pack, Tray, or Salad.

Drinking Fountain Procedures:

- During guided reading you may get a drink.
- Count to 3 while drinking, and then finish.
- Keep mouth off of fountain.
- Keep hands out of water.

Lunch Procedure:

- Wait quietly at your desk.
- When instructed, packers may get their lunch box and line up.
- I will dismiss others.
- Recess helper will grab crate of outside toys.
- Once in cafeteria, packers will go directly to table.
- Wait for lunch monitor to dismiss you for recess.

I will explain the specific procedure at the appropriate time for students to implement them. I will explain exactly what I want of the students and how it is supposed to look. I will have 2-3 students demonstrate the procedure that I described. And I will give them positive feedback for doing well on the procedure. I will practice the procedure multiple times before the procedure is needed to be enforced. For example, I will rehearse the lunch procedure before lunch. If the class is not doing the procedure correctly, remind them of the procedure, and if it is not corrected, rehearse the procedure over again. If a specific student is not doing it, remind them of the procedure and have them repeat it correctly. If a new student is added, go over procedures as a class.

Classroom Rules/Discipline Plan:

1. Be respectful of each other.
2. Keep hands and feet to yourself.
3. Keep voices at an inside level.

I would have these rules already in place; I would then guide the students to create rules such as:

4. Raise your hand to get out of your seat.
5. Work in a way so that you will not disturb others.

I will use the pattern idea for my discipline plan. I am going to have each student have an ice cream cone with his or her name on it. They will begin every day with (starting from the bottom scoop) a red, orange, blue, yellow, and green scoop of ice cream. For every rule that is broken, they must remove a scoop of ice cream and will have a consequence directly related with the color (see consequences below). If a student is caught behaving well, they can get a purple scoop adding to their cone. This is to encourage the misbehaving students to act like their fellow classmates who are behaving. If the students have a purple scoop at the end of the day will receive a small fuzzy which is worth 1 dollar at the "Teacher Store" and if they have a green scoop left on top they get a large fuzzy which is worth 3 dollars at the "Teacher Store". Students will be able to visit the "Teacher Store" at the end of the class Friday and spend their fuzzes. Fuzzes will restart every week.

If You Choose to Break a Rule

First time: Remove Green scoop of ice cream. This is a warning.

Second time: Remove Yellow scoop of ice cream. This will cause the student sit in the isolated desk.

Third time: Remove Blue scoop of ice cream. This will cause the student to lose the privileges.

Fourth time: Remove Orange scoop of ice cream. This will cause the student to fill out an action plan with the teacher on how they are going to fix this misbehavior. A call home to the parents will also be done.

Fifth time: Remove Red scoop. This will cause the student to get sent to the Principal's office.

Severe actions will result in the student going immediately to the Principal's office.

Rewards
 Purple scoop
 Fuzzes
 P.A.T time
 Verbal Praise
 Celebration Claps
 Positive Notes

Tentative Schedule for the First Day

7:50-8:00am	Students enter room, put bags away, find seats, begin bell work
8:00-8:15 am	Students work on bell work
8:15-8:35 am	Introduce myself, All About Me board
8:35-9:00 am	Explain and practice Entering Classroom Procedure
9:00-9:30 am	Carpet Meet and Greet session/ including Big Wind Blows game
9:30-9:45 am	Play ice breaker game- Human Bingo
9:45-10:00 am	Explain and Rehearse Attention Getting signal
10:00-10:35 am	Explain and Rehearse Restroom Procedures/Drinking Fountain Procedures/Hallway Procedures
10:35-10:45 am	Recess
10:45-10:55 am	Restroom break/ I will read from a chapter book
10:55-11:25 am	Chart Birthday month/days- mini math lesson
11:25-11:55 am	Explain and Rehearse Lining Up procedures
11:55-12:00 am	Line Up for Lunch
12:00-12:40 am	Lunch/Recess
12:40-12:45 pm	Restroom Break/I will read from a chapter book
12:45-1:15 pm	Explain Rules, Discipline Policy, Action Plan, and Rewards
1:15-1:45 pm	Meet a Carpet to discuss homework- "Hopes and dreams" paper Explain Turning In Homework Procedure & Pink Slips Reflect on their first day of school
1:45-2:05 pm	Explain and Rehearse Dismissal Procedures
2:05-2:15 pm	Line Students up to go home
2:15 pm	Dismissal