



TO DO list

Back to School

for the

First

Year

Teacher

Back to School



# After you're hired

- Send thank you cards/letters to members of hiring committee
- Call and/or make an appointment with Human Resources
  - Bring license and any other necessary ID for background check
  - Find dates and sign up for new staff orientation and any other needed trainings
  - Get staff email. \_\_\_\_\_
  - Get staff ID
  - If you are assigned a teacher laptop, make sure it's covered by home/renter's insurance

# Before summer break

- Introduce yourself to school administrator/secretary
- Introduce yourself to school custodians
- Fire code rules to follow? \_\_\_\_\_
- Obtain a room key, if needed
- Get summer schedule for your building. What hours/days can you enter? \_\_\_\_\_
- Find out how much money a new teacher is typically reimbursed for classroom expenses \_\_\_\_\_
- What is the approximate amount of students expected in your class? \_\_\_\_\_
- When will the class list be finalized? \_\_\_\_\_
- When will student guardians find out the name of their child's teacher?  
\_\_\_\_\_
- What are school expectations for communication with parents before the start of school? \_\_\_\_\_
- What is your mentor's name? \_\_\_\_\_
- What is your mentor's contact info? \_\_\_\_\_
- Will you have desks or tables in your room? \_\_\_\_\_
- Who should you talk to if you need additional furniture? \_\_\_\_\_
- Are any of the following available to your students?
  - Computer lab
  - Shared computer cart
  - Classroom computers (how many? \_\_\_\_\_ )
  - Is there a supply closet? \_\_\_\_\_
    - When is it open to teachers? \_\_\_\_\_
    - What supplies are available?  
\_\_\_\_\_  
\_\_\_\_\_

# During summer break

- Put together a teacher binder
- Create a small questions notebook to jot down ideas/questions
- Become familiar with academic standards your district follows
- Explore your school and district's website
- Contact your mentor teacher and set up a date to meet
- Find yearly school calendar. Enter dates into your planner

# Back to school

- Locate the following in your room (if tech stuff isn't there yet, don't worry!)
  - Outlets
  - Phone jacks
  - Pull down screen
  - Projectors (LCD or overhead)
  - Printer
  - Classroom Computers
- Review firecode policies
- Decide where you'll put computers, projector, and printer
- Decide areas for library, meeting areas, tables, chairs, etc.
- Go through storage areas in room. Label with blue tape.
- If time permits, go through storage areas with mentor/team members and get rid of everything you don't need. This will feel AMAZING when you're done.

# Meeting with mentor/team

## Things to ask/do/plan

- Year-long curriculum map
- Procedures on homework. Do you all give out the same homework or does everyone do their own thing? Are there holidays or times of the year when homework is not assigned? Is there a minimum or maximum amount your school requires?
- When does your team typically plan together?
- How is RTI handled at your school? Does your team share students from class to class or does each teacher keep RTI within his own classroom?
- What is the date for your school's Back to School night? (aka Open House) Do you present to the families as a whole team? Or will you do it separately in your own classrooms?
- How are classroom rules created at your school? Do you follow a program like [Responsive Classroom](#) or [Open Circle](#)?
- Whom should you contact when classroom equipment is not working? Is there an online form to fill out? Do you email the tech person in your building/district?
- Does your school have a system in place for reporting student behavioral problems? (Many schools like to track this so they can note patterns and respond quickly to help kids and teachers.)
- What is the policy for calling in sick? Is there a number to call? Procedures to follow?
- Do your classroom phones have codes for dialing within/outside the school? (tape this info next to your phone)
- Attendance forms: Where are they sent? Can a student deliver them? Are there any codes you need to know?
- Is there an after school program/s?
- Does your team send out emails or letters to parents before the start of school?
- Morning schedule (When does first bell ring? When should students be in classroom? Do you pick them up or do they come to you?)
- If there are lockers, how will you divvy them up?
- Recess: Are there rules on times to go, equipment you can borrow, doors to use/not use, playground rules?
- Dismissal: How does this work at your school? Do you walk students to the parents/buses/afterschool programs? Is there a dismissal form that needs to go to the office? What if a child's dismissal changes that day? Does she need a note?
- Bathrooms: Are students expected to sign out of the classroom? Is there a school-wide signal for asking to use the bathroom? Do they need a pass?
- What are the procedures in your school for the fire drill? (What doors to use? Where to stand outside? Anything you should take with you?) Lockdown? Shelter-in-place? Are there code words for the latter two? Or will the principal simply announce on the intercom, "We are having a lockdown."
- Does your school email account allow you to set up a contact list and groups? In other words, can you set up your email so that if you want to email all the parents you can do so with one address?

# Places to locate in school

- Principal/Vice Principal's Office
- School Psychologist Office
- Social Worker Office
- Learning Center
- Inclusion Facilitator's Room/Inclusion Room
- ELL classroom (English Language Learner)
- Custodian's Office
- Afterschool Programs
- Parent Pickup for your grade. (Where do the kids go to get picked up?)
- Where kids who take bus home meet at dismissal
- Staff room
- Staff Mailboxes
- Your students' lockers
- Bookroom
- Music Room
- Library
- Art Room
- Gymnasium
- Auditorium
- Lunch Room
- Computer Lab
- Die-Cut Machine
- Computer cart locations
- Bulletin Board Paper Rolls
- Laminator
- Copier (codes needed to operate?)
- Where copier paper is stored
- Supply closet
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Week before school begins

- Get your classroom list
- Get list of all parent emails
- Make classroom email list
- Email/snail mail families a welcome letter
- Figure out how you will handle dismissal routine
- Are there emergency folders/instructions for each classroom?
- Tape list of important phone numbers by phone
- Have a large viewable list of students' names outside classroom door
- Have nametags ready.
- Make a classroom set of labels on your computer that you can print out whenever needed.
- Label lockers, cubbies, mailboxes, desks, etc.
- Find out classroom allergies/health issues from nurse
- Read through any IEPs. (Individualized Education Plans)
- Create schedule for Week One. Overplan. 😊
- Have schedule for Day One up.
- Make multiple copies of attendance sheet.
- Plan where students should place their supplies upon arrival.
- Have your name clearly written on board.



# NO TIME TO DIFFERENTIATE THOSE TESTS?

Lucky you! We already did it!

### THE WEST

**11 Differentiated Tests**

ALL BRAINS SUCCEED



### THE MIDWEST

**11 Differentiated Tests**

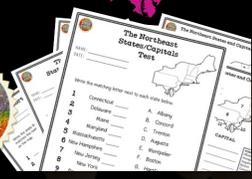
ALL BRAINS SUCCEED



### THE NORTHEAST

**11 Differentiated Tests**

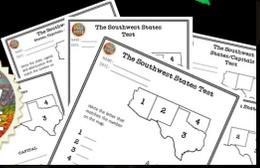
ALL BRAINS SUCCEED



### THE SOUTHWEST

**11 Differentiated Tests**

ALL BRAINS SUCCEED



### THE SOUTHEAST

**11 Differentiated Tests**

ALL BRAINS SUCCEED



### UNITED STATES

**6 Differentiated Tests**

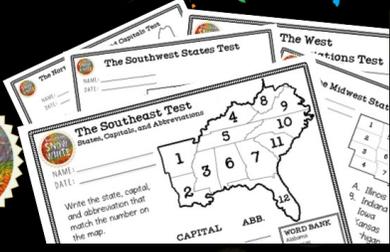
ALL BRAINS SUCCEED



## ALL REGIONS

**55 differentiated tests**

ALL BRAINS SUCCEED



## BUNDLE: USA TESTS

**NATIONAL AND REGIONAL**

ALL BRAINS SUCCEED



**61 DIFFERENTIATED TESTS IN ALL**



# MATH PRODUCTS THAT WILL MAKE LEARNING ONE'S MATH FACTS FUN AND EFFECTIVE!

**MULTIPLICATION FLASHCARD KIT**

**0 - 10**

STUDY SMART.

**MULTIPLICATION FLASHCARD KIT**

**0 - 12**

STUDY SMART.

**MULTIPLICATION FLASHCARD KIT**

**BUNDLE**

STUDY SMART.

**0 - 10 AND 0 - 12**

**MATH WORD WALL**

Grade 4

Includes Game!

**MULTIPLICATION TESTS 12S AND 10S**

**DIFFERENTIATED BUNDLE**

No TEACHER CORRECTING!  
FUN! FAST!

**40 WEEKS**

**MULTIPLICATION TESTS 0 - 10**

No TEACHER CORRECTING!

**40 WEEKS**

**MULTIPLICATION TESTS 0 - 12**

No TEACHER CORRECTING!

**40 WEEKS**

# CREDITS



MY PRODUCTS ARE  
CREATED  
WITH THE DASHING ART  
OF THE FOLLOWING  
FINE FOLKS:

ALINA VEJA DESIGN

ASHLEY HUGHES

BELL INK DESIGNS

BRITTNEY MURPHY FONTS

CREATIVE CLIPS

DANCING CRAYONS

GLITTER MEETS GLUE

I TEACH WHAT'S YOUR SUPERPOWER

SALLY BORRINK

TEACHER TRAP

Please visit them  
and throw money and confetti at them!