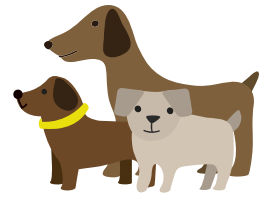


# First/Daily Checklist



## → Home

- Finish hygiene routine
- Take the dog for a walk
- Put on Tie! Get helmet, jacket, gloves, and boots
- Get backpack
- Get lunch and water bottle

## Before Class

- Open class, turn on lights and all necessary electronics
- Post Name, Class number, class name, and room number outside door in the hall
- Post bellwork and five main rules list
- Arrange desks in rows facing the front of the classroom and put out nameplate for student assigned seating,
- Stand in hall next to door.

## → During Class

- Greet students as they enter the classroom, direct them to find their nameplate and start bellwork
- After first bell, if there are any students without a nameplate find out if they are in the correct room. Have volunteer direct students to the proper location
- Inform students there is 2 minutes left to finish bellwork.
- Have students write their name on their bellwork and place it face down on their desk
- Walk around the room collecting papers.
- Ask for volunteers to start sharing name and favorite activity.
- After students are done introducing themselves, smile and say “hi”
- Tell students “It looks like we have a great class this year!”
- Stand straight, face the students, and begin first day script

## → After Class

- Before final bell remind students of dismissal procedures
- If any student stands before being dismissed, have them sit
- After 10 seconds, walk to the door and dismiss the class
- Thank every student for coming. Shake hands if appropriate.
- Collect bellwork and file in proper class folder
- Remove nameplates for 1<sup>st</sup> class and set out nameplates for 2<sup>nd</sup> class, etc.
- Straighten the desks. Use hand sanitizer. Return to hall and wait for the next class

