



A Union of Professionals

Tools for Teachers

## Planning for the First Day of School Worksheet

How will you incorporate effective teaching practices at the beginning of the school year? Create a plan for your first day of school using the following pages as a guide.

### Sample

<b>Activity</b>	<b>Time Allotment</b>	<b>Format</b>	<b>Description</b>
<i>Student Welcome</i>	<i>20 minutes</i>	<i>Large group</i>	<ul style="list-style-type: none"><li>• <i>Greet students in the auditorium.</i></li><li>• <i>Ask students to line up according to height in two rows: one for boys, one for girls (for elementary).</i></li><li>• <i>Walk students to the classroom.</i></li><li>• <i>Tell students about the classroom prior to entering, then instruct them to find their desks and empty their book bags (except for their lunches) and to hang their book bags on the back of their chair.</i></li><li>• <i>Once this is done and students are settled, begin the morning introductions.</i></li></ul>

### Your Planning Guide

<b>Activity</b>	<b>Time Allotment</b>	<b>Format</b>	<b>Description</b>
Student Welcome			
Room Introduction			
Student Introductions			

Presentation of Procedures and Rules and the Consequences for Not Following the Procedures and Rules			
Content Activity			
Administrative Duties			
Filler Activities			