



**NEW**  
**TEACHER**  
*Summer Prep*  
*Boot Camp*

**WORKBOOK**

KAYLA DURKIN

# SCHOOL information

School Name: \_\_\_\_\_

School Mission Statement: \_\_\_\_\_

School Vision Statement: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

School Address: \_\_\_\_\_

Teacher Contract Hours: \_\_\_\_\_

Notes to Remember: \_\_\_\_\_

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## Contact Information:

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# Timeline – BACK TO SCHOOL

Every school starts during a different time of year, some people don't accept their job until last minute, and some schools don't let you into your classroom until a certain date. This timeline is just a suggestion, but I understand there are a million factors that go into this!

## 12 weeks before SCHOOL STARTS

- Take before pictures\*\*
- Clean out closets, cupboards, and declutter any miscellaneous items that were left behind
- If your school is allowing you to order any big items, such as flexible seating, start thinking about those things now because it can take a few weeks or even months for big items to arrive

## 10 weeks before

- Start thinking about the layout of your classroom.
- Do your measurements
- Take pictures to look back on while shopping
- Start gathering items from rummage sales or make a Facebook post asking if anyone would be willing to donate gently used items to your classroom: Bookshelves, flexible seating, lamps, etc
- Order supplies that you know you're going to need (Typically you can start using your school money on July 1<sup>st</sup>)

## 8 weeks before

- Start making your classroom look like a home
- Start printing, laminating and cutting all the things. Alphabet walls, word walls, sound walls, calendar pieces, task cards, centers, etc. Pro tip – Do this at home while watching your favorite show or listening to a book/podcast
- Hang bulletin boards, Wow Work boards, CHAMPS boards, Class Jobs, etc
- Organize items such as manipulatives, class supplies, class library
- Turn in area, lunch choice area, reading corner, calm down corner
- Do all of the laminating and cutting ( I know I said this twice – I'm being serious)  
– It takes way longer than anyone ever thinks it should

## 6 weeks before

- Dive into your curriculum
- Take home teaching guides, scope and sequence, planning maps etc.
- Make your scope and sequence for all of your classes (This will take you multiple days/weeks – It is not a one-day project)



# Timeline – BACK TO SCHOOL

## 4 weeks before

- Once your curriculum map is done, start planning your first three weeks of school. Really think about how you can incorporate relationship building activities and classroom procedures into each of your lessons. It's important that you don't jump into your curriculum too fast.
- You'll need to make your class schedule & you will need to know what your required minutes of each subject class are.
- Your school might have a set schedule that you have to follow... or you might be completely on your own. If you're on your own, the biggest thing is making sure you're meeting your required minutes and planning around things such as recess and specials.
- I highly suggest making a detailed, typed out, minute by minute, day by day plan for the first three weeks of school once you have your set schedule. You're going to be so busy just trying to be a brand-new teacher, that it will be much easier to modify the plans you've already made, instead of trying to make brand new lesson plans each day.
- If you have your detailed first three weeks, along with your scope and sequence telling you the sequential order of what you're going to teach and when, you should be pretty good to go.
- If you would like to keep planning further, you should. Just know your schedule might change or you might change how you're teaching things. It is OKAY to make changes. Not everything can be perfect the first time.
- PS – Do not expect to have your lesson plans done for the whole year or even the first few months. If you have a scope and sequence you will be fine!

## 3 weeks before

- Try to finalize your lesson plans
- Start thinking about back to school night/meet the teacher
- Start prepping any items or packets that need to be passed out at back to school night or the first week. (Planners, emergency forms, handbooks, etc)
- If you know your school emergency plans, schedule, etc, start putting together your emergency sub binder.
- If you're making class slides, agenda slides, timer slides, warm up slides, etc, start working on those now too



# Timeline – BACK TO SCHOOL

## 2 weeks before

- Finalize lesson plans
- Finish Sub Binder
- If you have a print shop you must send items to, send them now! They might be backed up or it might take a bit longer than usual to get items back.
- Put final touches on classroom décor, organizational systems, flexible seating
- Set out everything that needs to be on desks or in piles for the first day or back to school night
- Label everything – The reason we waited on this is because class rosters are always changing. If you're putting personalized names on items, you can start working on those ahead of time, but just know you might have to add or change a few names if students transfer in or out of your school. \*\*If you're printing class lists to hang or use in your grading book, wait until the very last minute or just print a few to get you by. My class lists have never, not once, ever been the same on the second day of school as they were the week before school started. There are always last minutes classes added or dropped or students moving.
- Finish planning back to school night or meet the teacher – If you're doing a little treat or snack "thanks for popping in" type of thing, make those this week too. Nobody wants to be up late the night before finalizing their treats.

## 1 week before

- Take time for you this week.
- Look over your plans, print out your minute by minute schedules
- Print a few names sheets to get you by
- Put final touches on room and décor
- Make any last-minute changes that are needed
- Final touches for back to school night
- Sit back and relax while every other teacher scrambles
- \*\*Don't forget to make a snack bin for the days you work through your lunch or forget your lunch at home.

# getting to know your building

You've got the keys, but now what? If your school is hosting a new teacher orientation or even assigning you a mentor, many of the things listed may naturally come up. If not, hopefully this list provides a good starting point! Getting to know your building can seem overwhelming, so first things first, if an orientation isn't provided, ask to set up a time to meet with admin to go over any questions as well as for another tour of the building. You may have received a tour during your interview, but oftentimes that's a blur! During the tour, get acquainted with where everything is located within the building; Staff room, supply room, book room, teacher PD library, where to park, how to get lunch, printing, extra desks/bookshelves, etc. While you're going in and out of the building throughout the summer, if you see other employees in the building, make it a priority to get to know them and build an authentic relationship with them; especially the secretaries and janitors -- they really are your new best friends. Whenever you see other teachers in their classrooms or teammates you know you're going to be working with, be sure to pop in and spend a few minutes connecting. Having a few teacher friends in the building from the start really does make all the difference once school begins. And, if you really want to put yourself out there, ask if you can exchange phone numbers. Whether it's a last-minute question before school starts, wondering about a dress up day, or there is a traffic delay, having a teammate you can contact if something comes up will help alleviate a bit of anxiety.

## NOTES DURING THE TRAINING

## my to-do list

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# getting to know YOUR BUILDING

- Building Tour + Introductions
  - Library/Gym/Music/Art/STEM/Specialists/Counselor/Title/SPED/Janitorial/Secretary, etc
  - Staff Room/Supply Room/Mail Room/Book Room/Where to print, turn in lunch money, etc
  - Bus pick up/drop off
  - Parking
- Paper copy of staff handbook
- Paper copy of student handbook
- Sign up for your school/district mentorship program (And be sure to join mine too 😊)
- Staff contact list
  - Building phone numbers/extensions
  - Personal cell phone numbers
- Schedules/Calendars
  - Building schedules, specials schedules, IEP/504 minutes
  - PD/Committee calendar/ jeans days/early outs, etc
- School Wide Expectations
  - Student expectations
  - Behavior expectations
  - Academic expectations
- Staff Expectations
  - Contracted time, personal days/sick days, dress code, jeans days
- School-wide initiatives
  - MTSS/PBIS/Love and Logic/CHAMPS, Trauma Informed Instruction, etc
- Emergency expectations/drills
- Technology
  - Teacher assigned device
  - Student devices
  - Approved apps/websites
  - Passwords
  - Apple username/passwords + how to purchase apps if using iPads
- Curriculum/Instruction
  - What curriculum is provided?
  - Required subject minutes/blocks
  - Is there a scope and sequence or curriculum map to follow?
  - Are there any teaching methods or instructional strategies that are encouraged?
  - How are assessments and grading handled?
  - What resources and manipulatives are available?
  - How is grading handled?
    - Letter grades, point system, standards based, weighted grades
  - Late work, missing work, absences
- Do lesson plans need to be posted?
- Provided Classroom Management Plan or Required Plan?



# CLASSROOM ORGANIZATION

Classroom organization can seem overwhelming at first, but the more organized you are, the less stressed and overwhelmed you will feel. Some classrooms come filled to the brim. Other classrooms come completely empty (this was me). First things first, take a before picture! It's seriously so much fun to look back and remember how it all began! If your classroom is one that comes with a ton of goodies left behind by the previous teacher, take some time to sort through everything. Keep what seems necessary, donate/offer up any items that are good, but you just don't think you'll need, and (with permission) toss anything that is complete garbage. Once you've sorted through everything, it's time to organize and store. Clear plastic containers and labels are super helpful. It's important that you know what you have and where you have it, otherwise you might organize it away, never to be seen again. Before you start spending your own money on items to organize your classroom, check what resources your school already has for you. There may be a storage room with items you can use, a previous teacher may have left items behind, or there may even be some funds to help you get a few things. Once everything your classroom came with has been put away, it's time to start thinking about organizational systems for daily routines; turning in assignments, handing out mail, classroom libraries, morning meetings, small groups, teacher supplies, student supplies, bulletin boards, manipulatives, class devices, morning work, etc.

## NOTES DURING THE TRAINING

## MY TO-DO LIST

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# CLASSROOM ORGANIZATION

This note sheet is going to help you think about different ways to incorporate organization into your classroom.

- NEW STUDENT FORMS**
  - Extra copies for new students throughout the year
- CLASSROOM SUPPLIES**
  - Bins
  - Tower
- LIBRARY**
  - Books organized by genre, author, Lexile, etc.
  - Book bins
- BULLETIN BOARD**
  - Café, Daily Five
  - Wow Work
  - Family Portraits
  - Standards
  - Calendar
  - Site word walls
  - Classroom Expectations
  - Exit Tickets
- TEACHER SUPPLIES**
  - Toolbox
  - Desk Drawers
  - Cups/Bins
- STUDENT SUPPLIES – PENCILS, MARKERS**
  - Community Bins
  - Drawers
  - Table Caddies
- MANIPULATIVES**
  - Bins in Cupboard
  - Bins on Shelf
  - Ziplock Baggies
- CLASS SETS**
  - iPads/Chromebooks
  - Calculators
  - Headphones
  - Textbooks
  - Whiteboards
  - Clipboards
- TASK CARDS**
  - Cases
  - Ring Clips
  - Ziplock Baggies
- ROUTINE TYPE SYSTEMS**
  - Hall passes
  - Non-verbal hand signals
  - I'm done, now what
  - "I'm lost bin"
  - Sharp/Dull pencil cups
- SMALL GROUP TABLE SUPPLIES**
  - Books
  - Binders
  - Student Supplies
- FREE TIME/EARLY FINISHERS**
  - STEM Bins
  - Imaginary Plan
  - Brain Teasers
  - Crossword/Sudoku
- TEACHER PAPERWORK**
  - Daily Lessons/Subjects
    - 10 Drawer Organizer
    - Filing Crates
    - Trays
  - Filing System
    - Lessons you want to save
    - IEP's
    - Student Data
    - Student Login's
  - Teacher to-do's
    - To grade
    - To print
    - To Laminate
    - To Pass Back
    - Important
- PAPER**
  - Colored paper
  - Writing paper
  - Graphing paper
  - Construction paper
  - Anchor Charts
- MISC.**
  - Mailboxes
  - Turn in Trays
  - Milk/Lunch Choice

# THE SET UP

Setting up your classroom is such an exciting part of being a teacher. There is so much pride and love that goes into decorating and prepping everything. Yes, it can be overwhelming, but when you've put the last thing in place and you step back to look at your hard work, you will feel an overwhelming emotion of excitement. Just a quick note as you're setting up your classroom and choosing a theme -- remember that we want to ensure our classroom feels warm, welcoming, and safe. We want to ensure it's an inclusive space for all.

## NOTES DURING THE TRAINING

## CLASSROOM MEASUREMENTS

If you remember, bring this along when you go to measure everything. It will be so nice to have all of your notes in one space. Try to measure everything! If you know you want to put a bookshelf in a certain spot, you'll need to have measurements as to how big of a bookshelf will fit. If you're doing your bulletin boards, you'll need to know how much paper or fabric you'll need to cover them. For me, I wanted to make windowsill box plants, so I needed to measure my windows. There is nothing worse than being at the store and not knowing how much you need of something and then overspending.

\*\*This is also a good spot to make some sketches if you have a vision while you're measuring.



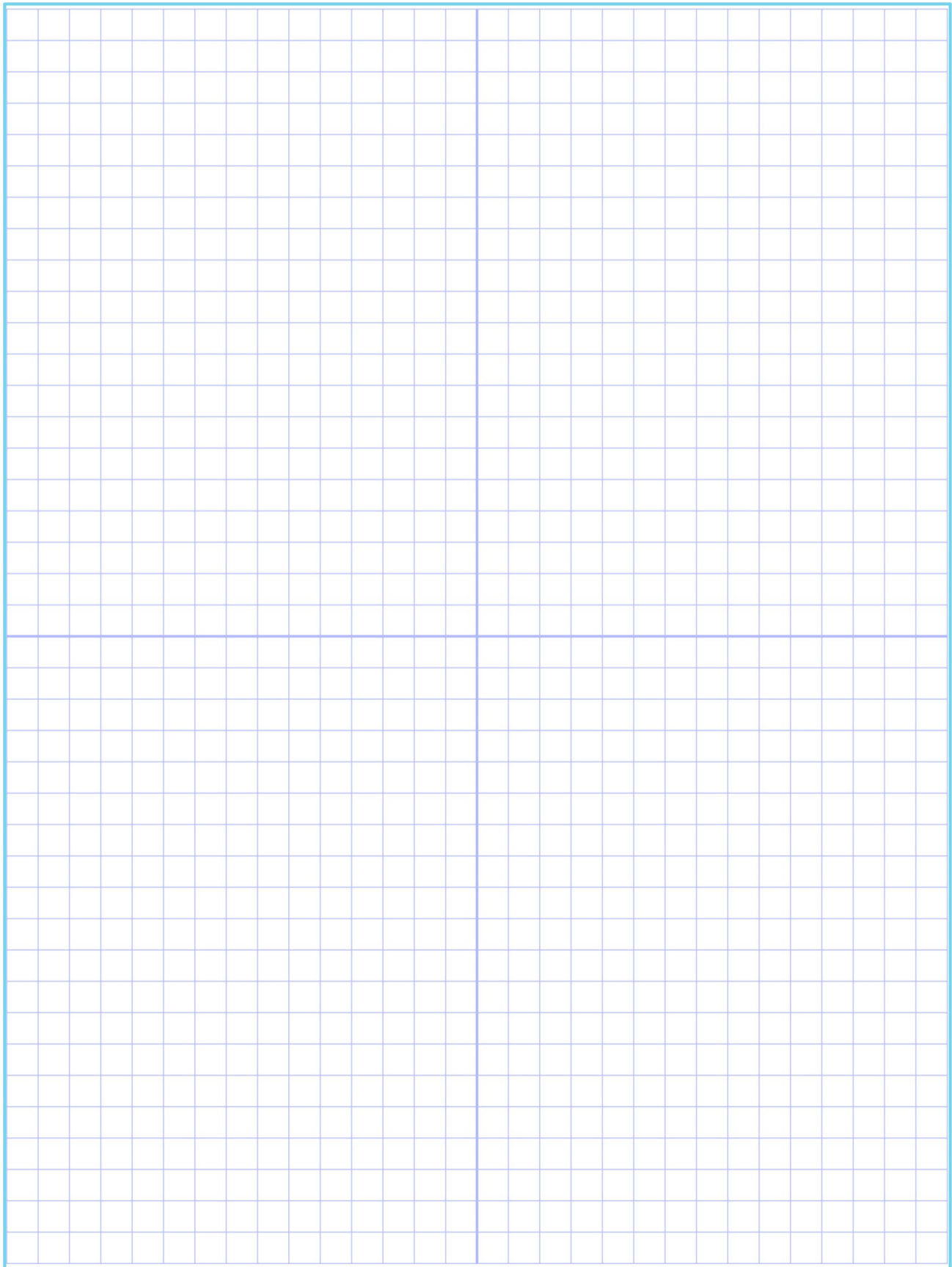
# THE SET UP

- When thinking about how you want to set up your classroom, inclusivity is key. You may not know your students yet, but we want to ensure our space is accessible by all, as well as feels warm, welcoming, and safe.
- When thinking about the layout, we need to consider items such as if we will be having tables or desks, flexible seating, group workstations, reading corners, calm down corners, maker space areas, carpet time, where and how we are storing materials, etc.
- First things first, take pictures of your entire space and then record the measurements of everything. If you're looking for a specific item or at the store/a garage sale and you see something, you'll be so thankful that you have the pictures and measurements.
- Before you purchase anything or start collecting items, find out what your school provides. They may already have everything you need or funds to purchase what you need.
- While looking for ideas for your classroom, try not to get too overwhelmed with what you see on social media. Comparison is the thief of joy, and your room does not need to be Pinterest perfect.
- Use the notes sheet to make a list of what you want to include in your classroom, then use the grid paper to sketch it out.
- Once you have an idea of what you want to include in your room, prioritize your list. Are there items you need to get? Does anything need to be ordered? What are the quick wins? What might take a bit of extra time?
- When it comes to decorating your classroom, what needs to be printed? What needs to be laminated? What needs to be cut out? Pro tip, do your cutting at home while watching your favorite show/movies or while projecting an appropriate show in your classroom.
- If you're feeling overwhelmed, ask a friend to join you. They might be able to cruise through items such as sorting your class library or organizing materials while you're making the tough decisions. Plus, they might be able to offer a few great suggestions and ideas too!
- Lastly, enjoy the process. Setting up your first classroom is truly one of those big moments that you'll remember forever!



# THE SET UP

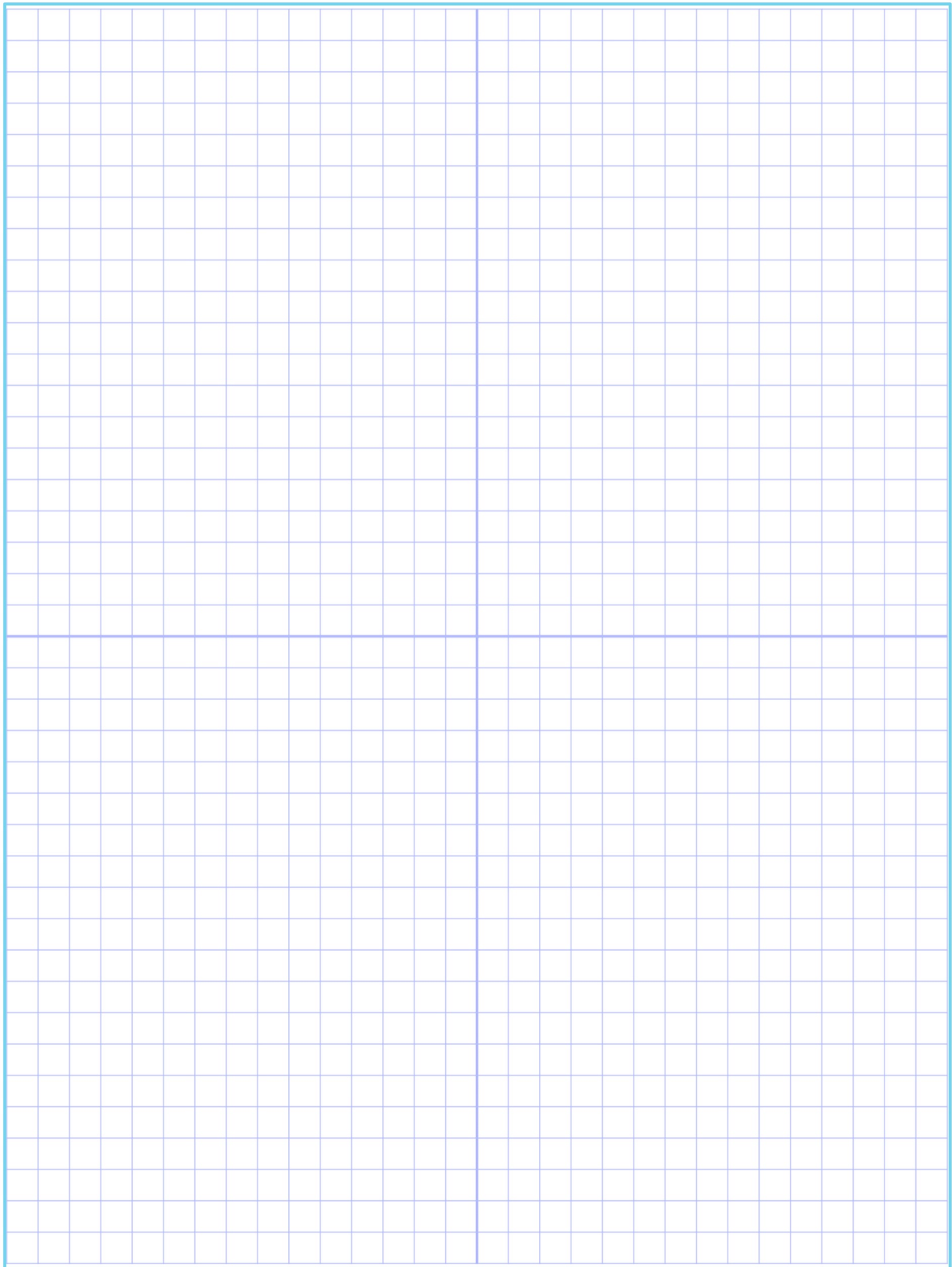
CLASSROOM SKETCH





# THE SET UP

CLASSROOM SKETCH



# THE SUPPLIES

Use this note sheet to follow along with the session. There will definitely be a few things you want to write down. Supplies needed for classrooms vary by age range, subject, school, district, etc. I can't be sure what your school will supply, but this list will help you brainstorm and prepare, as well as add your own supplies. Remember though, do not buy anything before checking if your school provides it first or has funds!

## NOTES DURING THE TRAINING

### SUPPLIES CHECK-LIST

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Snacks                   | <input type="checkbox"/> Classroom Reward Items | <input type="checkbox"/> Glue               |
| <input type="checkbox"/> Makeup/Beauty Products   | <input type="checkbox"/> Plants (Homey Items)   | <input type="checkbox"/> Clear Tape         |
| <input type="checkbox"/> Change of clothes, shoes | <input type="checkbox"/> Hand Sanitizer         | <input type="checkbox"/> Masking Tape       |
| <input type="checkbox"/> Warm Sweater             | <input type="checkbox"/> Lysol Wipes            | <input type="checkbox"/> Duck Tape          |
| <input type="checkbox"/> Mugs/Cups                | <input type="checkbox"/> Chapter Books          | <input type="checkbox"/> Folders            |
| <input type="checkbox"/> Family Photo             | <input type="checkbox"/> Book Bins              | <input type="checkbox"/> Erasers            |
| <input type="checkbox"/> Pens                     | <input type="checkbox"/> Early Finisher Items   | <input type="checkbox"/> Paper Clips        |
| <input type="checkbox"/> Pencils                  | <input type="checkbox"/> Organizational Items   | <input type="checkbox"/> Rubber Bands       |
| <input type="checkbox"/> Markers                  | <input type="checkbox"/> Hand in Trays          | <input type="checkbox"/> Velcro Dots        |
| <input type="checkbox"/> Crayons                  | <input type="checkbox"/> Mailbox (Student work) | <input type="checkbox"/> Hot Glue Gun       |
| <input type="checkbox"/> Colored Pencils          | <input type="checkbox"/> Teacher Mailbox        | <input type="checkbox"/> Tin Foil           |
| <input type="checkbox"/> Scissors                 | <input type="checkbox"/> Flexible Seating       | <input type="checkbox"/> Plastic Wrap       |
| <input type="checkbox"/> Hand-Held White Boards   | <input type="checkbox"/> Ice Cream Scoop/Knife  | <input type="checkbox"/> Large Chart Paper  |
| <input type="checkbox"/> Clip Boards              | <input type="checkbox"/> Paper Plates, Cups     | <input type="checkbox"/> Whiteboard Markers |
| <input type="checkbox"/> Loose Leaf Paper         | <input type="checkbox"/> Plastic Silverware     | <input type="checkbox"/> Teacher Planner    |
| <input type="checkbox"/> Extra Writing Journals   | <input type="checkbox"/> Zip Lock Baggies       | <input type="checkbox"/> Bookshelves        |
| <input type="checkbox"/> Math Manipulatives       | <input type="checkbox"/> Disposable Containers  | <input type="checkbox"/> Lamps              |
| <input type="checkbox"/> Dominos, Dice            | <input type="checkbox"/> Colored Paper          | <input type="checkbox"/> Craft Paper        |
| <input type="checkbox"/> Chips / Fraction Strips  | <input type="checkbox"/> Laminator              | <input type="checkbox"/> Sticky Notes       |
| <input type="checkbox"/> Science Supplies         | <input type="checkbox"/> Mini Fridge            | <input type="checkbox"/> 3m Hooks           |
| <input type="checkbox"/> Measuring Cups           | <input type="checkbox"/> Ice Trays              | <input type="checkbox"/> File Folders       |
| <input type="checkbox"/> Bulletin Board Supplies  | <input type="checkbox"/> Printer                | <input type="checkbox"/> Labels             |

# THE SUPPLIES

There are so many more supplies that you're going to need for your classroom, especially depending if you teach younger students or older students.

Use this sheet to add items you know you will need.

SPEND SOME TIME ON PINTEREST. SEE IF ANYTHING STICKS OUT TO YOU FOR THE AGE-RANGE YOU'RE TEACHING

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# getting to know your curriculum

Use these tips to help you stay organized while getting to know your curriculum and lesson planning.

- 1) Find out how many instructional days you actual have. The calendar might say 175 days, but by the time you take out the first few days of school, assemblies or field trips, team days, assessment days, etc, you might actually only have 160 days of instruction.
- 2) Make a list of every subject/class you'll be teaching.
- 3) Print out all standards, curriculum maps, and scope and sequences for each class/subject. Add them into your planner or create a binder to keep them organized.
- 4) Find out what curriculum you have access to.
- 5) If you do not have a scope and sequence, break down each of your curriculum into units and topics. How many lessons are included in the curriculum? Have they built in days for introducing a new topic, reviewing midway, reviewing before the assessment, the actual assessment day, or even reteaching after the assessment? How many actual days do you need to get through the curriculum? Will you be able to fit it into the amount of instructional days you have? Will you need to look through and see what lessons can maybe be doubled up or cut out?
- 6) Once you have you know how many days each unit or topic will take, map it out onto a school calendar. Where do you want to be by the end of the first quarter or trimester? Where should you be before students go on break for an extended amount of time?
- 7) Take time to understand the journey of where students are beginning the year and where they need to get to by the end of the year. How does that align with the content standards? What prior knowledge will students need before jumping into curriculum? What do they need to know to be successful in the next grade?
- 8) Start with unit one of a subject of your choosing– By the end of the unit/topic what do you want students to Know, Understand, and be able to Do? What vocabulary is essential? What do the standards say they need in order to be proficient?
- 9) Now, begin with the end in mind, and build the assessment first. Once you know exactly what you will be assessing students on, then you can build out each of the lessons.
- 10) How will you introduce this topic? What will your review days look like? Break down each of the lessons and what you hope to cover each day. How many days will it take you to cover the content? Does it match up with what you put on your school calendar?
- 11) Create the actual day by day lesson plans. You know what you need to teach about on each day, now how are you going to do that?
- 12) Gather the resources necessary to teach each of the lessons throughout the unit/topic
- 13) Organization – Create a system. How are you going to stay organized throughout the topic?
- 14) Now that you've planned your first topic/unit of one subject/class, go back and do it again!
- 15) The goal is to have an idea of what you're teaching and when you're teaching it throughout the year so that there aren't any surprises. If you map things out now, lesson planning will go that much faster during the school year!

# LESSON PLANNING

Use these tips to help you stay organized while lesson planning.

- 1) CHOOSE a LESSON PLANNING BOOK
- 2) HOW LONG IS YOUR UNIT GOING TO BE
- 3) BREAK DOWN STANDARDS AND VOCABULARY
- 4) FIND/MAKE YOUR ASSESSMENT
- 5) BRAINSTORM LESSON IDEAS
- 6) BREAK YOUR LESSON IDEAS INTO DAYS
- 7) TYPE OF INSTRUCTION
- 8) BREAK DOWN EACH DAY
- 9) ADD FINE DETAILS + SHOPPING LIST
- 10) SMILE – GIVE YOURSELF GRACE!



# LESSON PLANNING

Use these tips to help you stay organized while lesson planning.

## STEP ONE – CHOOSE A LESSON PLANNING BOOK

- Choose your lesson planning book of choice
- Printed Templates, Online Websites, Happy Planner, Teaching Texan Planner
- \*Do you like the dates going horizontal or vertical?
- \*Binders are an inexpensive option ++ you can add your own pages!

## STEP TWO – HOW LONG IS YOUR UNIT GOING TO BE

- Using your scope and sequence, figure out how long your unit is going to take. You might make it longer or short depending on if there is a long weekend or break that interferes with your end date. If you must extend it by a day or two, just be sure you've allowed that wiggle room in your scope and sequence so that you don't run out of time for content at the end of the year.)
- Using pencil or an erasable pen, record the start and end dates in your planner so that you know the timeline of your unit. (We will be filling in the in between dates later. )

## STEP THREE – BREAK DOWN STANDARDS AND VOCABULARY

- Start breaking down the standards and vocabulary.
- Remember, we want to begin with the end in mind. What is the end goal? If your school has required assessments, what must you assess on? By knowing what you must assess on, you will be able to better decide what lessons and activities are necessary vs which ones are just cute or fun.

## STEP FOUR – FIND/MAKE YOUR ASSESSMENT

- Find or create your assessment. We always want our assessment made before we do any other lesson planning. It's okay to teach things that aren't on the assessment, but it's not okay to not teach things that are on the assessment. Cue the, "We didn't learn any of this.." statements during an assessment. That honestly might have been true. Sometimes teachers give assessments without hardly looking at them. We are all human, but try not to be that person

# LESSON PLANNING

## STEP FIVE – BRAINSTORM LESSON IDEAS

- Begin brainstorming/researching lesson ideas, games, and activities that will go along with your standards. (Don't choose too much or too little. You want to be sure that the activities fit into your allotted time.)

## STEP SIX – BREAK YOUR LESSON IDEAS INTO DAYS

- Break down your big ideas into days.
- What topics and material do you need to cover each day to stay within your allotted timeframe?

## STEP SEVEN – TYPE OF INSTRUCTION

- Think about how you're going to administer the content. Small groups, whole group, mini lessons, etc. Each day might look very different and that is okay!

## STEP EIGHT – BREAK DOWN EACH DAY

- Break down each of the days.
- Come up with your learning targets and daily lesson objectives.
- If your unit is multiple weeks, you do not need to do this all in one sitting. I suggest planning minimum one week at a time.
- KWL charts, pre-assessments, gallery walks, exploratory activities
- How/when are you going to introduce your vocabulary?
- Will you need to fit in review days or quizzes?
- How will you know when your students will have mastered the content?
- Remember, it's okay to teach more than what is on the assessment but be sure that you teach everything that is on the assessment.

## STEP NINE – ADD FINE DETAILS

- Make detailed, minute by minute plans for your lessons.
- Depending on the activity or lesson, some days might have a lot of detail whereas others might not.
- Make a shopping list or write down what supplies you need to get if necessary



# WHAT TO PREP TO MAKE YOUR YEAR LESS STRESSFUL

Begin thinking about what you'll need to be a successful teacher

- Classroom Organization: Supply bins, organizing copies and grading
- Routines and Procedures: Turn in trays, transitions, hand signals
- Classroom Slides: Morning message, bell ringer, activities, small groups
- Class lists: Grading, permission slips, collecting assignments, assigning tasks
- Manipulatives
- Classroom Supplies
- Classroom Library
- Teacher Planner
- Teacher Grading Book
- Parent Communications, Newsletters, parent contact tracker
- Open house/Meet the Teacher
- Back to School Forms + minimum of 5 extra copies in folders for new students
- Visual Aids: Hand signals, champs posters, I can statements, anchor charts
- Bulletin Boards: Wow work, class photos, standards, class jobs
- Start printing and laminating everything now
- Stations/Small Groups + Organization
- Classroom Management systems
- Technology
- Classroom Assessments: Exit tickets, spelling tests, progress monitoring
- Number everything
- Label everything
- Take pictures of spaces clean and hang near space so students know how it should look
- Personal Items: Toothbrush/paste, deodorant, comb, chap chap stick
- Non-perishable snacks, breakfast, and lunch options
- Emergency Sub Binder
- Map out curriculum
- Take home folders, spiral reviews, spelling lists, reading logs
- Birthday items + way to track birthdays
- Read through and organize IEPs and 504s
- Early finisher activities
- Community building activities to use throughout the year
- Reach out to team teachers to see what else you should begin prepping



# First Day of Fourth Grade

## Before the First Day...

### 1. Classroom Finalizations

Finalize classroom [routines and procedures](#), classroom set up, expectations, etc.

### 2. Meet the Teacher

[Send a letter](#), [postcard](#), or email to each family to introduce yourself and share about what to expect during the upcoming year. Things to include: Back to School Night info, contact information, school supply list, permission slips, class norms, snack/lunch information, etc. If your school is having a back-to-school night, a post card introducing yourself and a reminder<sup>23</sup> for back to school night is sufficient.

### 3. Back to School Night

Things to have displayed at back-to-school night: Supplies drop off, school handbook, class apps/logins, presentation for families, lunch money drop off, supply lists, classroom tour, field trip volunteer sign up, class party sign up, snack sign up, any required information from your school, treat station (Thanks for popping in, you're o'fish-ally a fourth grader, etc.)

### 4. Supplies Sort

Sort out any supplies that were brought during back-to-school night to prepare for the first day of school.

# First Day of Fourth Grade

## Things to have ready for the First Day...

### 1. Teacher Binder

Having your teacher binder ready is going to help you stay organized. Your teacher binder should include anything and everything that you need access to on a daily basis. Organize your binder into sections using sticky-notes or flags. Section ideas: Yearly calendar, daily schedule, pacing guides, class lists, lesson plans, checklists, permission slips, locker combos, login ID/passwords, student info (IEP's/504's), school behavior matrix, etc. Grab your [teacher binder here!](#)

### 2. Classroom Check Lists

Having [student checklists](#) prepared for the first day of school is crucial. You will want to track who has brought their supplies, signed forms, lunch money, after school destinations, positives, behaviors, etc.

### 3. Supplies Station

If you didn't have a back to school night, you will want to be ready to designate<sup>24</sup> where students are putting their supplies

### 4. Printed Plans and Forms

Be sure to have all of your plans and forms printed that you plan on using throughout the day. Having a minute by minute plan will help ensure that you're getting through what you planned and reminding you of what you maybe missed or need to re-address.

### 5. Activities

Be sure to have all supplies and materials needed for any activities that you plan on doing during the first week. You're going to be exhausted, you might run out of time, or they might be sold out. Save yourself the headache and have everything available and easily accessible.

### 6. Routines and Procedures

Think through which routines and procures that you want to go through on the first day. Remember, you will not teach them all on day one. It is best to teach a procedure as they naturally comes up. If you need a starting point, check out this [routines and procedures checklist!](#)



# First Day of Fourth Grade

## The Night (or a few nights) Before the First Day...

### At School

Have everything organized and ready to go. Make sure...

- All supplies are accessible
- Lesson plans are laid out
- All copies are printed
- Read lesson plans over a few times so they are fresh in your mind

### At Home

Have everything organized and ready to go. Make sure...

- Outfit, accessories, shoes, and undergarments are hung/laid out, clean, ironed, and ready to be worn. (Try everything on to be sure they fit, are comfortable, and easy to move around in.)
- Pack your lunch, water, and snacks. Put everything inside your lunch box, set it inside the fridge, and set a reminder so that you don't forget it.
- Pack your backpack. Double check that you have your laptop, charger, flash drive, planner, etc.
- Put a sticky-note on the door or steering wheel of everything you need/don't want to forget.
- Set your keys by the door or somewhere convenient so you aren't looking for them in the morning.
- Set a few alarms. Triple check that your alarms are set for AM.
- Put a sticky-note on your mirror or somewhere that you'll look at in the morning that says, "Smile! Take a deep breath. You're ready! You're going to do great! Your students are so lucky to have you!"

# First Day of Fourth Grade

## On the First Day...

- Arrive Early
- Take a deep breath
- Drink water
- Greet students at the door
- Use music to enhance the environment
- Love your students
- Use your student's names as much as you can
- Be authentic and YOU
- Don't forget to smile 😊

# First Day of Fourth Grade

## Day One

- Welcome Activity
- Morning Meeting
- Class Tour
- Restroom Break
- IPICK – [Goldie Socks and the Three Libearians](#)
- Lunch
- [Gallery Consensogram](#)
- We all Fit in – Class Puzzle
- Procedures
- [All About Me Banner](#)
- Dismissal Procedures

- Remember, transitions and activities will take much longer during the first few days back.

**\*\* Adjust the times, fill in snack, recess, specials, etc.**

**7:45-8:15-** As students walk in, greet each one. Let them know where they can put their belongs and what to do next.

**8:15- (Bell rings)** Have an activity students can work on while you're greeting at the door. This activity should be projected with directions or simply a makerspace/coloring activity/[All About Me Banner](#).

**8:30-** Morning Meeting: Your first morning meeting should give all students a chance to share/work together. Choose an activity that will help build your classroom community.

### **Classroom Expectations Poster**

After your morning meeting activity, have students come up with ideas for your class expectations.

- Keep it positive: In this classroom we... are kind, share, listen, communicate, etc.
- Have all students sign the poster. (If students aren't following expectations throughout the year, refer them back to the poster)

**9:15-** Class tour – During this tour, you're showing the students where all of the supplies are, what the classroom has, not the procedures for each item.

**9:30** – Restroom Procedures and bathroom tour/break.

**9:45** – Goldie Socks read aloud

- Go over IPICK

- Movement break if needed – Go noodle, quick jumping jacks, etc.
- Introduce book bins
- Have students pick their books and silent read while waiting for everyone (If you have flexible seating, you can let students sit wherever, don't worry about going over the flexible seating procedure yet.)

# First Week of Fourth Grade

## Day One

### Morning Specials:

If you have your class straight through until lunch and do not have specials in the morning, you may need to take from the afternoon activities. If you do not have specials on day one, you'll also need to account for that.

### LUNCH/RECESS –

You will need to teach students how to walk in the hallways before going to lunch, as well as talk about their lunch/recess procedures and expectations. What do they do when they are done eating? Do they go straight outside? Can they drop off their lunch bags? Do they need to use the restroom before going out? Do they need to wait for an adult/line up or do they go straight out? What happens next? Specials? Straight to the classroom? Make sure you take time to explain each step.

Make sure **you** take time to eat, use the restroom, drink water, and look over afternoon plans.

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**12:30** – Chapter book read aloud, makerspace time, etc.

Decide what activity you're doing and what the procedure will be.

- When students come back from lunch, they will typically need some wind down time. If it works for you during the year, right after lunch is also a great time for math block.

**12:50** – [Gallery Consensogram](#) (How to move around the room procedure – Show good and bad examples: Walking, skipping, hopping, etc.)

**1:15** – STEM Activity – Choose an activity that allows for teamwork and collaboration. Example: Build the tallest tower with spaghetti/Marshmallows

**2:30** - Planners

**2:45** – End of day dismissal procedures

**3:00** – Clean room, pack up.

3:15 – Reminders for tomorrow

**3:20** – Dismissal – Fist bump, high five, hip bump, hug, etc.

Tips for the day:

- Try to keep activities within subject blocks. For example, your reading activity should go along with your reading block, your math activity with your math block, etc.
- On day two you will need to re-teach each of the procedures you taught on day one, in addition to the new procedures you're teaching
- It takes 66 days for something to become automatic. Give your students grace as they are learning these new routines.