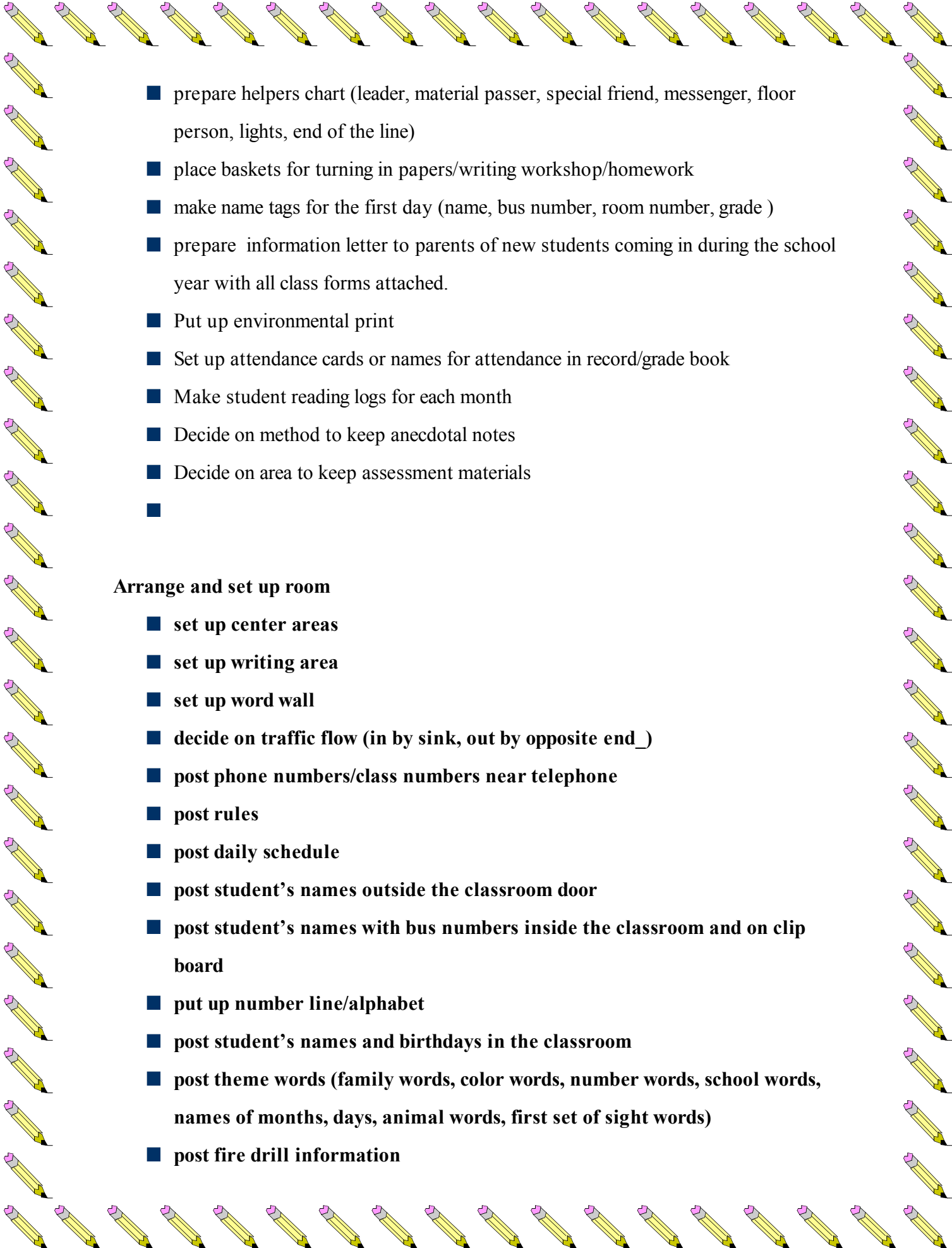




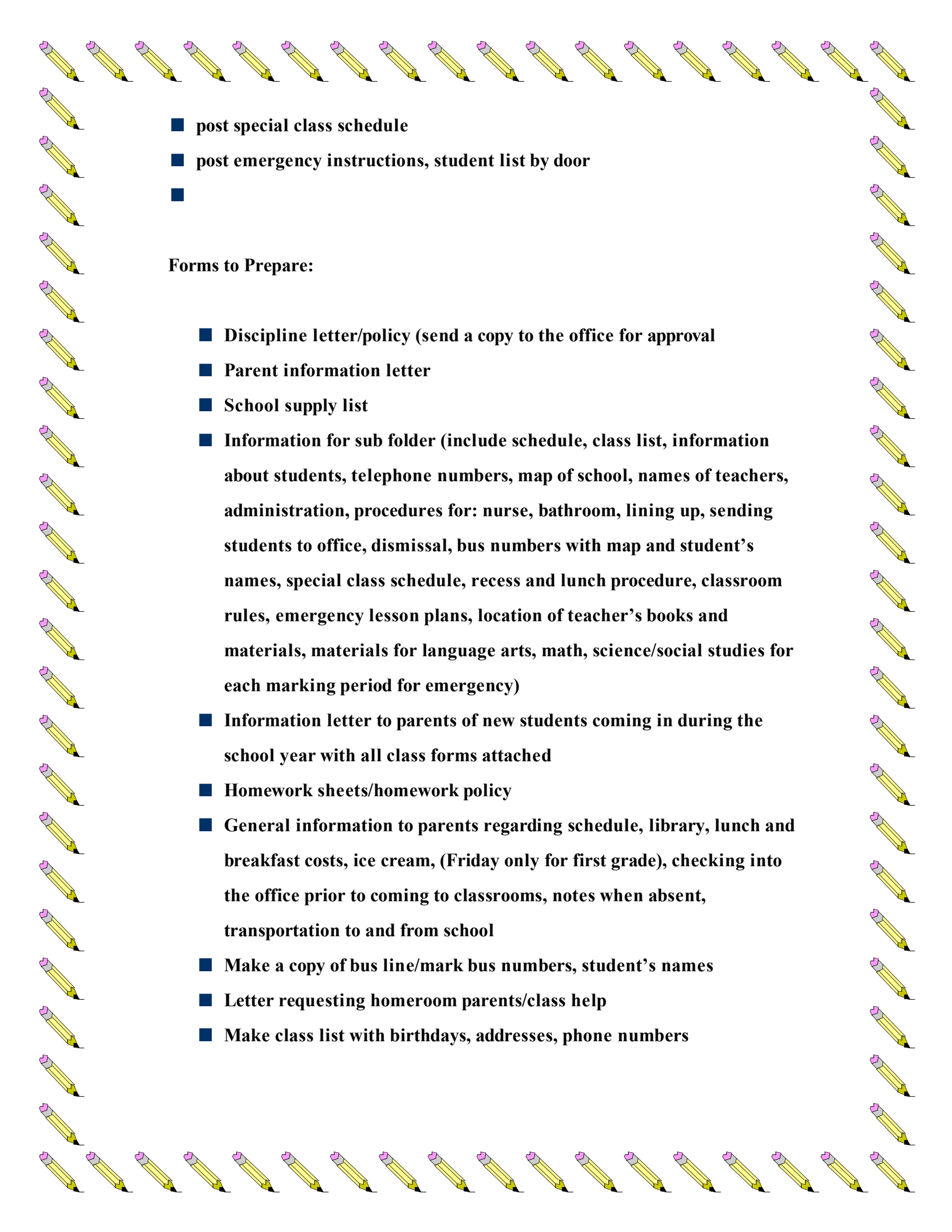
General things to do:

- make journals (one for each marking period for first grade)
- make math journals
- prepare Moose books (introduction page, money pouch, school calendar, class rules, fill-in-the blank absent form, reading tips, math tips, sight words, bus rules, information section, parent/teacher communication page, class names, school map, homework section, writing samples (end of k and first grade), month-to-month skills, grading scale)
- make poetry notebooks (need title page)
- make name tags (for desks)
- **put books in baskets/label**
- put names/numbers on mailboxes
- make sub folder/prepare sub lessons
- write welcome letter to students/send and invite to open house
- prepare calendar (ten frame, tally, calendar, birthdays, teeth, 100th chart, place value, money, clock, days of the week)
- prepare writer's workshop folder
- make copies of rules for students
- put names/numbers on daily work folders
- put names/numbers in grade book
- make copies of most frequently used words for students to put in their writing folder
- arrange for a parent to come and help students the first day in the cafeteria (first grade)

- 
- prepare helpers chart (leader, material passer, special friend, messenger, floor person, lights, end of the line)
 - place baskets for turning in papers/writing workshop/homework
 - make name tags for the first day (name, bus number, room number, grade)
 - prepare information letter to parents of new students coming in during the school year with all class forms attached.
 - Put up environmental print
 - Set up attendance cards or names for attendance in record/grade book
 - Make student reading logs for each month
 - Decide on method to keep anecdotal notes
 - Decide on area to keep assessment materials
 -

Arrange and set up room

- **set up center areas**
- **set up writing area**
- **set up word wall**
- **decide on traffic flow (in by sink, out by opposite end_)**
- **post phone numbers/class numbers near telephone**
- **post rules**
- **post daily schedule**
- **post student's names outside the classroom door**
- **post student's names with bus numbers inside the classroom and on clip board**
- **put up number line/alphabet**
- **post student's names and birthdays in the classroom**
- **post theme words (family words, color words, number words, school words, names of months, days, animal words, first set of sight words)**
- **post fire drill information**

- 
- **post special class schedule**
 - **post emergency instructions, student list by door**
 -

Forms to Prepare:

- **Discipline letter/policy (send a copy to the office for approval)**
- **Parent information letter**
- **School supply list**
- **Information for sub folder (include schedule, class list, information about students, telephone numbers, map of school, names of teachers, administration, procedures for: nurse, bathroom, lining up, sending students to office, dismissal, bus numbers with map and student's names, special class schedule, recess and lunch procedure, classroom rules, emergency lesson plans, location of teacher's books and materials, materials for language arts, math, science/social studies for each marking period for emergency)**
- **Information letter to parents of new students coming in during the school year with all class forms attached**
- **Homework sheets/homework policy**
- **General information to parents regarding schedule, library, lunch and breakfast costs, ice cream, (Friday only for first grade), checking into the office prior to coming to classrooms, notes when absent, transportation to and from school**
- **Make a copy of bus line/mark bus numbers, student's names**
- **Letter requesting homeroom parents/class help**
- **Make class list with birthdays, addresses, phone numbers**



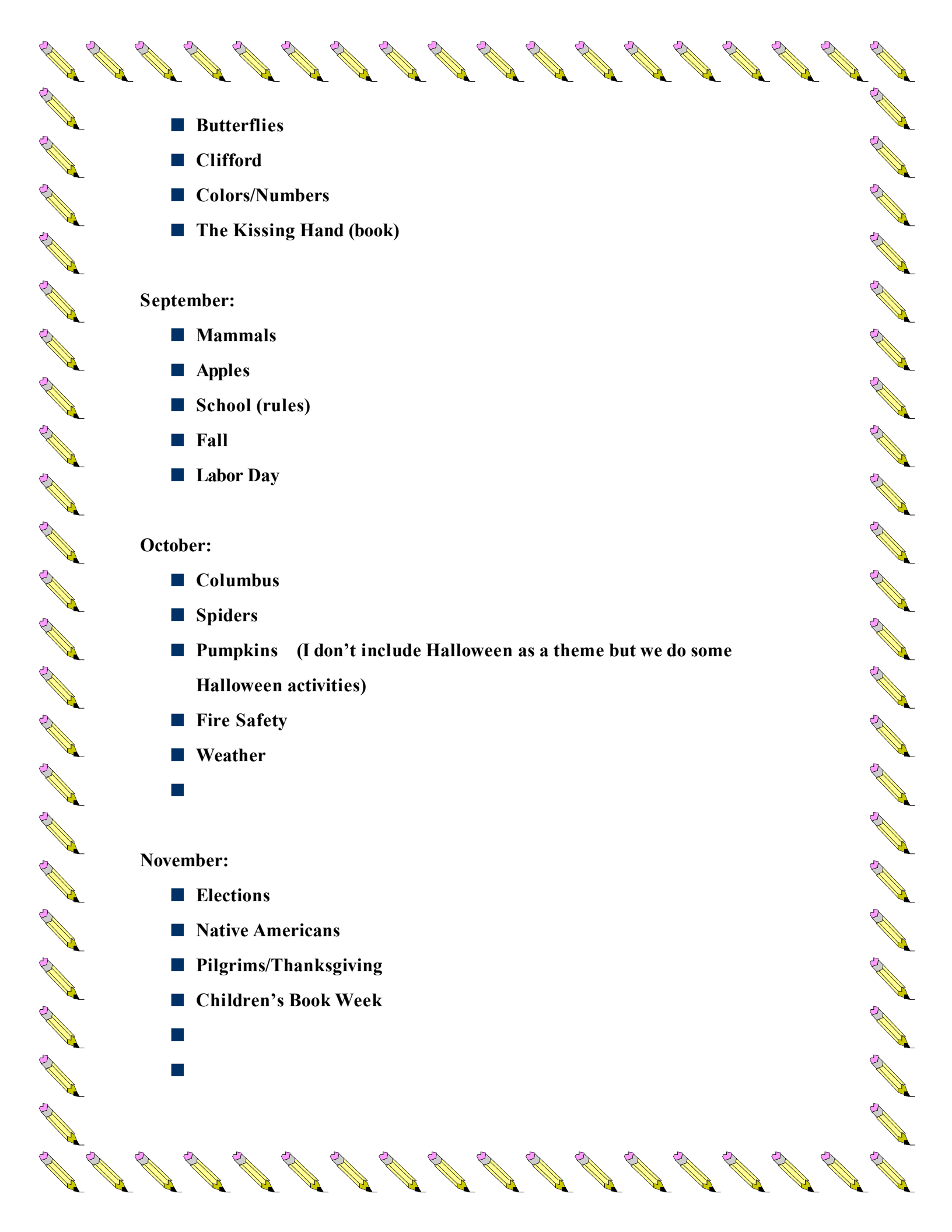
Preparing Portfolios:

Portfolios will be used to document student growth in literacy development. A purpose statement should appear on the front of each child's literacy portfolio and inside folders labeled reading, writing, listening, and speaking. There should also be a folder for parent notes and information. Decide specific assessments that will be used for each marking period to document student growth over time. Each piece placed in student portfolios should have a purpose statement. Student self-evaluation is an important part of the assessment process and should be evident in their portfolios. Base line information should be collected in the beginning of the year and should be appropriate for your grade level. Some suggestions are:

- **Baseline writing sample**
- **Self-portrait**
- **Picture of the student to be placed on the front of the portfolio**
- **An IRI to determine reading level (second grade and up)**
- **Assessment of basic sight words from K or individual assessments given by the Title teacher**
- **Concepts about print test**
- **Running record**
- **Baseline reading sample on audio cassette (second grade and up)**
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■ Themes for Each Month:

August:

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- Butterflies
 - Clifford
 - Colors/Numbers
 - The Kissing Hand (book)

September:

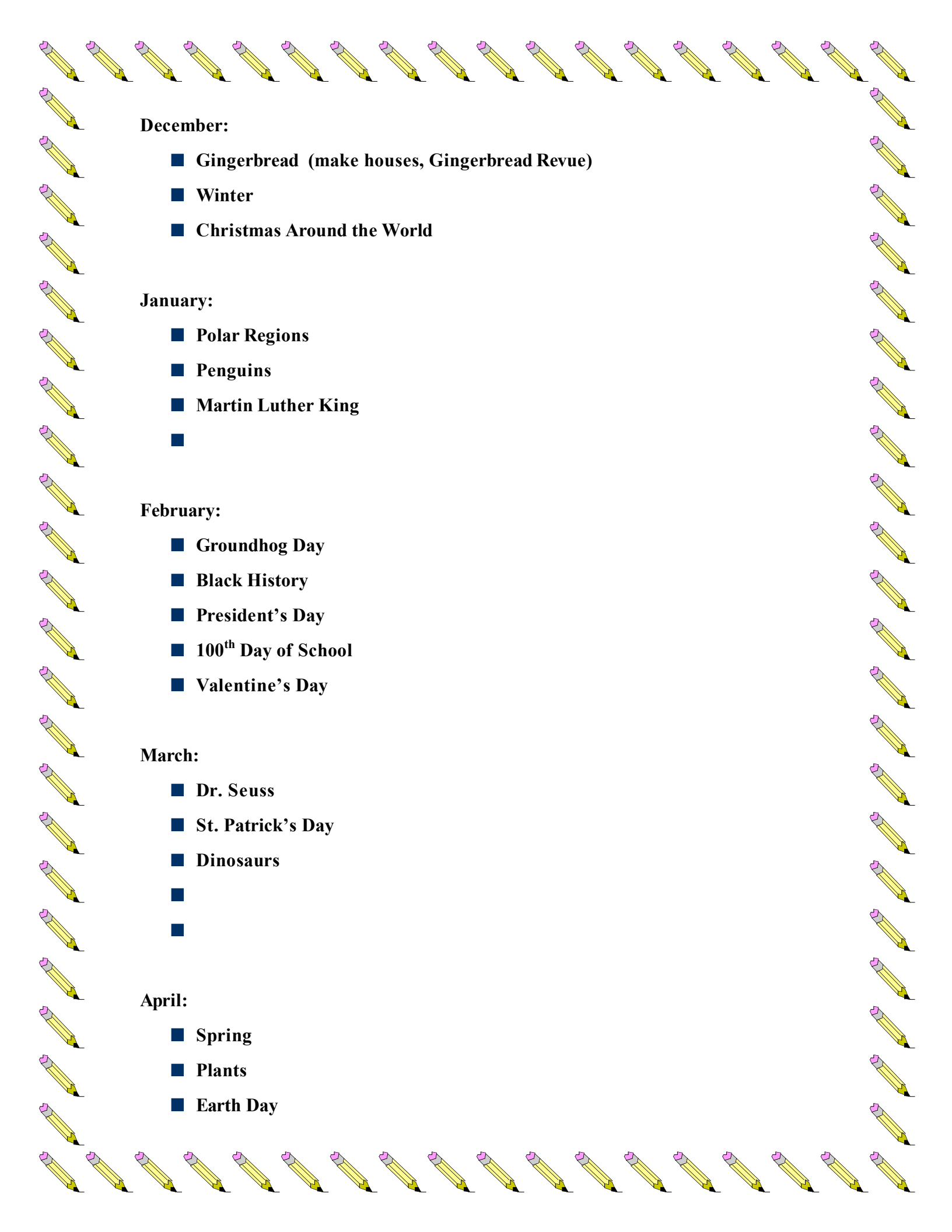
- Mammals
- Apples
- School (rules)
- Fall
- Labor Day

October:

- Columbus
- Spiders
- Pumpkins (I don't include Halloween as a theme but we do some Halloween activities)
- Fire Safety
- Weather
-

November:

- Elections
- Native Americans
- Pilgrims/Thanksgiving
- Children's Book Week
-
-



December:

- **Gingerbread (make houses, Gingerbread Revue)**
- **Winter**
- **Christmas Around the World**

January:

- **Polar Regions**
- **Penguins**
- **Martin Luther King**
-

February:

- **Groundhog Day**
- **Black History**
- **President's Day**
- **100th Day of School**
- **Valentine's Day**

March:

- **Dr. Seuss**
- **St. Patrick's Day**
- **Dinosaurs**
-
-

April:

- **Spring**
- **Plants**
- **Earth Day**



■ **Trees/Arbor Day** (all of this can be integrated)

May:

- **Our Country**
- **Frogs/Toads/Pond life**
- **Mother's Day**

June:

- **Oceans**
- **Father's Day**
- **Author's Tea** (include musical program with this)
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Field Trip Ideas:

Ideas: beach, firehouse, pond, theater, zoo, farm, Nutcracker, nursing home (do program), factory, Christmas tree farm,

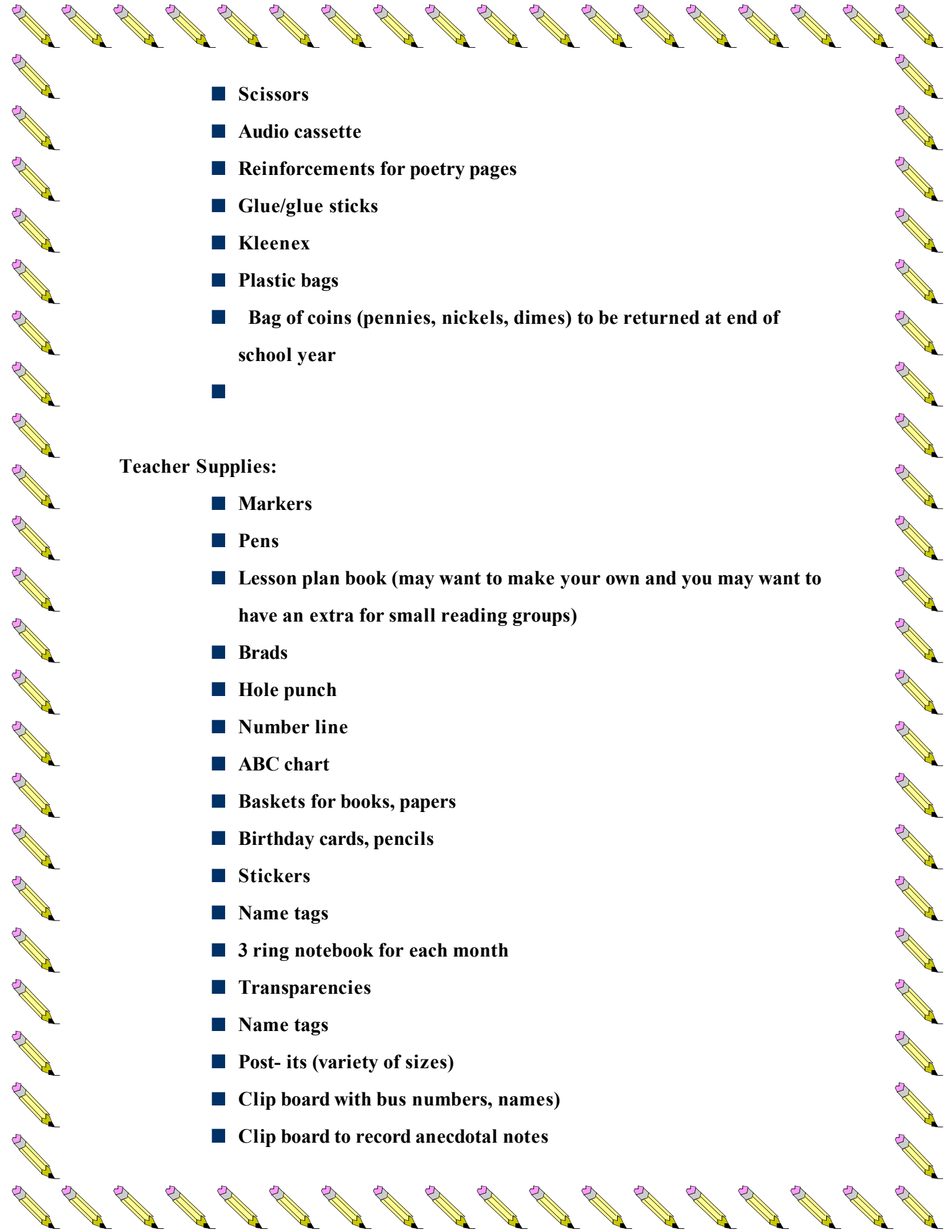
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Special guests/speakers for this year:

■

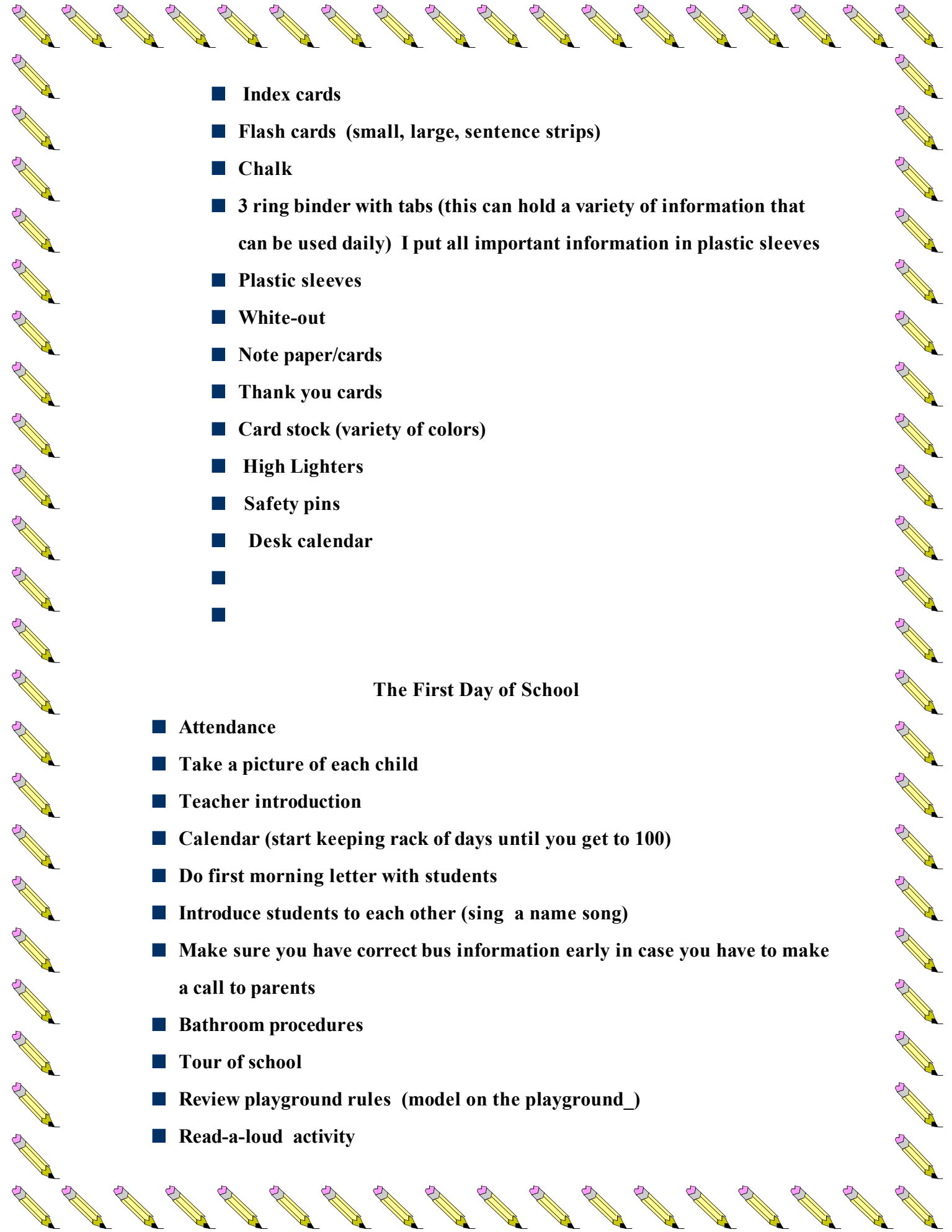
Supplies Needed by Students: (suggestions)

- **Pencils**
- **Crayons**
- **Pencil box**
- **Back pack**
- **Composition books (journal, response journal, homework notebook)**
- **Colored pencils (good illustrations for published pieces)**

- 
- Scissors
 - Audio cassette
 - Reinforcements for poetry pages
 - Glue/glue sticks
 - Kleenex
 - Plastic bags
 - Bag of coins (pennies, nickels, dimes) to be returned at end of school year
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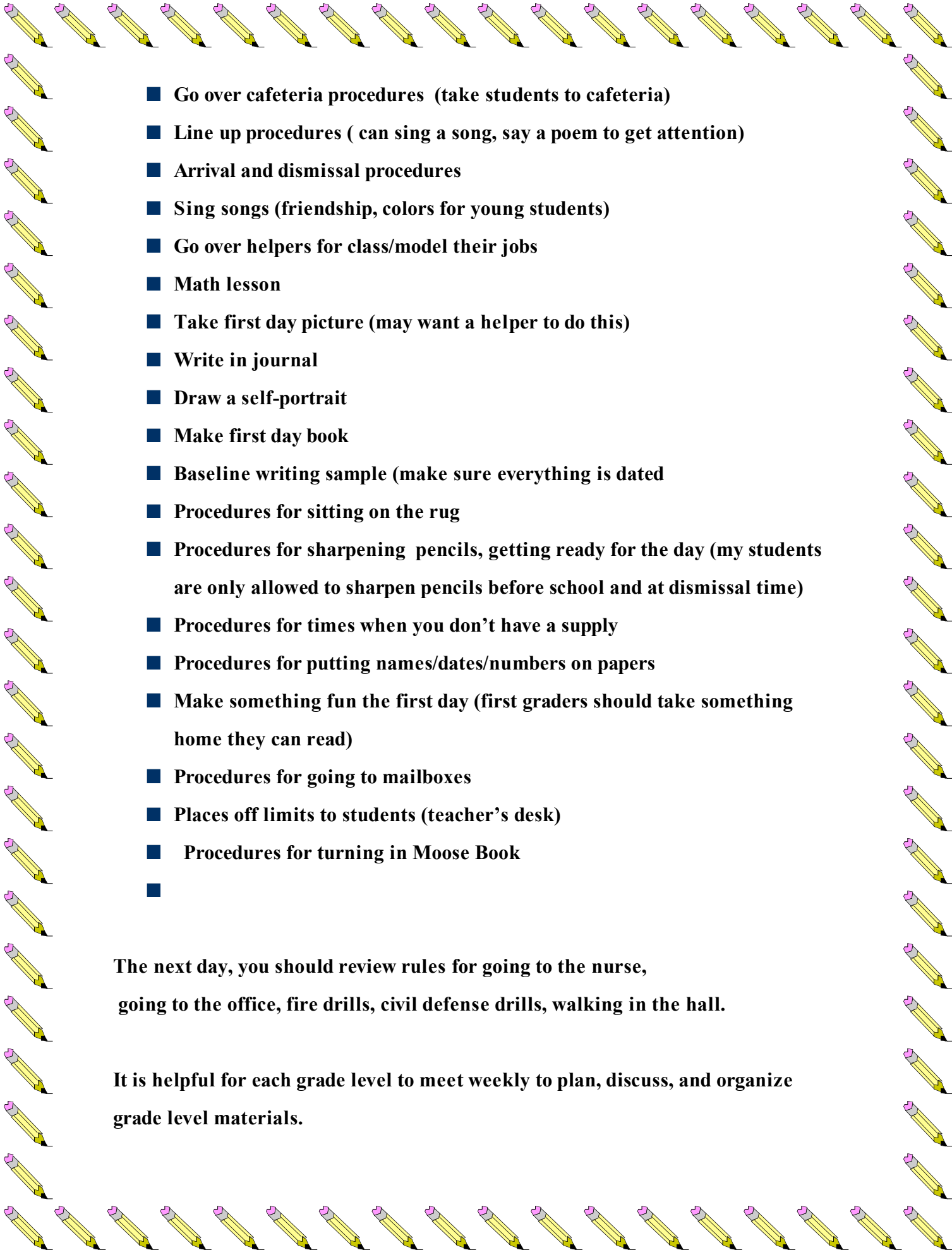
Teacher Supplies:

- Markers
- Pens
- Lesson plan book (may want to make your own and you may want to have an extra for small reading groups)
- Brads
- Hole punch
- Number line
- ABC chart
- Baskets for books, papers
- Birthday cards, pencils
- Stickers
- Name tags
- 3 ring notebook for each month
- Transparencies
- Name tags
- Post- its (variety of sizes)
- Clip board with bus numbers, names)
- Clip board to record anecdotal notes

- 
- Index cards
 - Flash cards (small, large, sentence strips)
 - Chalk
 - 3 ring binder with tabs (this can hold a variety of information that can be used daily) I put all important information in plastic sleeves
 - Plastic sleeves
 - White-out
 - Note paper/cards
 - Thank you cards
 - Card stock (variety of colors)
 - High Lighters
 - Safety pins
 - Desk calendar
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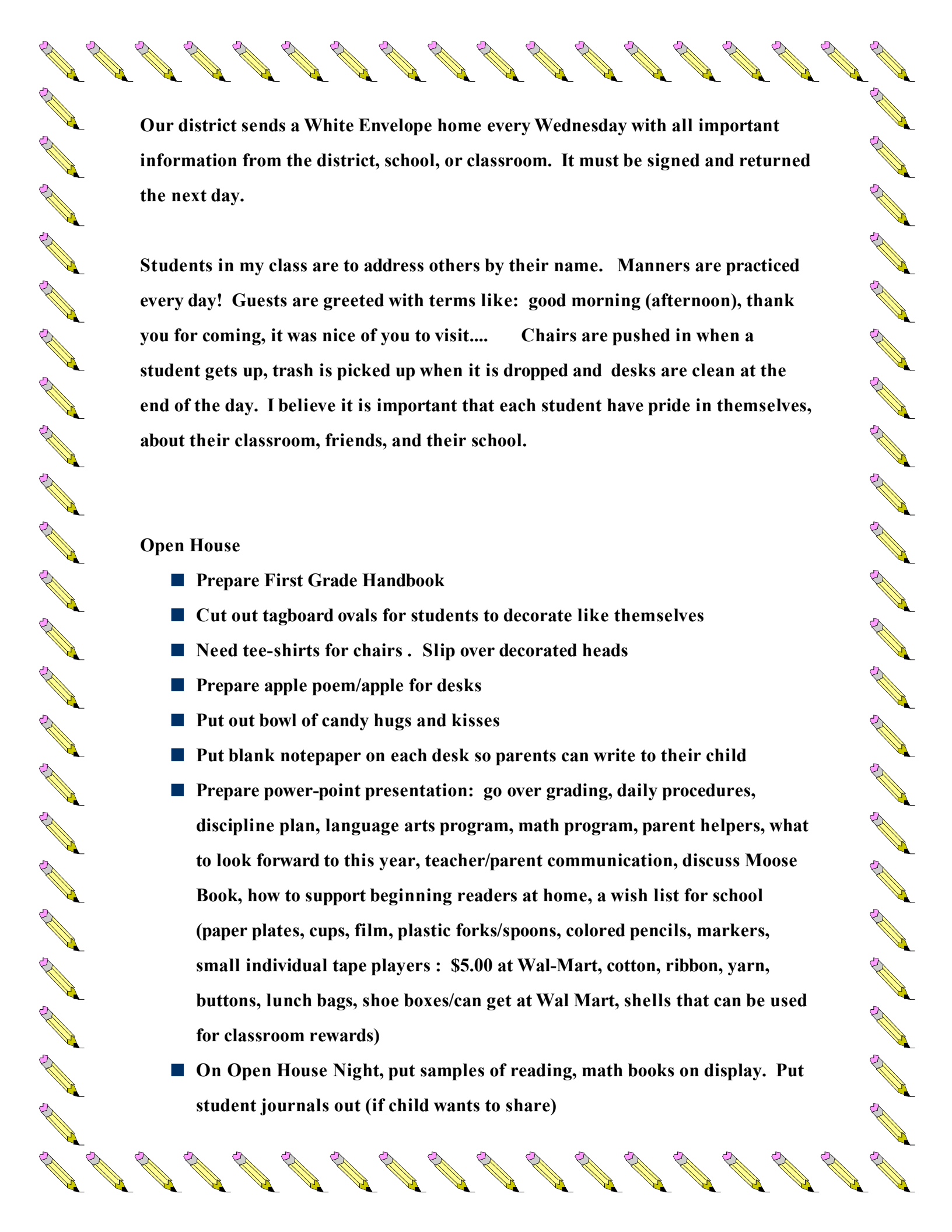
The First Day of School

- Attendance
- Take a picture of each child
- Teacher introduction
- Calendar (start keeping rack of days until you get to 100)
- Do first morning letter with students
- Introduce students to each other (sing a name song)
- Make sure you have correct bus information early in case you have to make a call to parents
- Bathroom procedures
- Tour of school
- Review playground rules (model on the playground_)
- Read-a-loud activity

- 
- Go over cafeteria procedures (take students to cafeteria)
 - Line up procedures (can sing a song, say a poem to get attention)
 - Arrival and dismissal procedures
 - Sing songs (friendship, colors for young students)
 - Go over helpers for class/model their jobs
 - Math lesson
 - Take first day picture (may want a helper to do this)
 - Write in journal
 - Draw a self-portrait
 - Make first day book
 - Baseline writing sample (make sure everything is dated)
 - Procedures for sitting on the rug
 - Procedures for sharpening pencils, getting ready for the day (my students are only allowed to sharpen pencils before school and at dismissal time)
 - Procedures for times when you don't have a supply
 - Procedures for putting names/dates/numbers on papers
 - Make something fun the first day (first graders should take something home they can read)
 - Procedures for going to mailboxes
 - Places off limits to students (teacher's desk)
 - Procedures for turning in Moose Book
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The next day, you should review rules for going to the nurse, going to the office, fire drills, civil defense drills, walking in the hall.

It is helpful for each grade level to meet weekly to plan, discuss, and organize grade level materials.

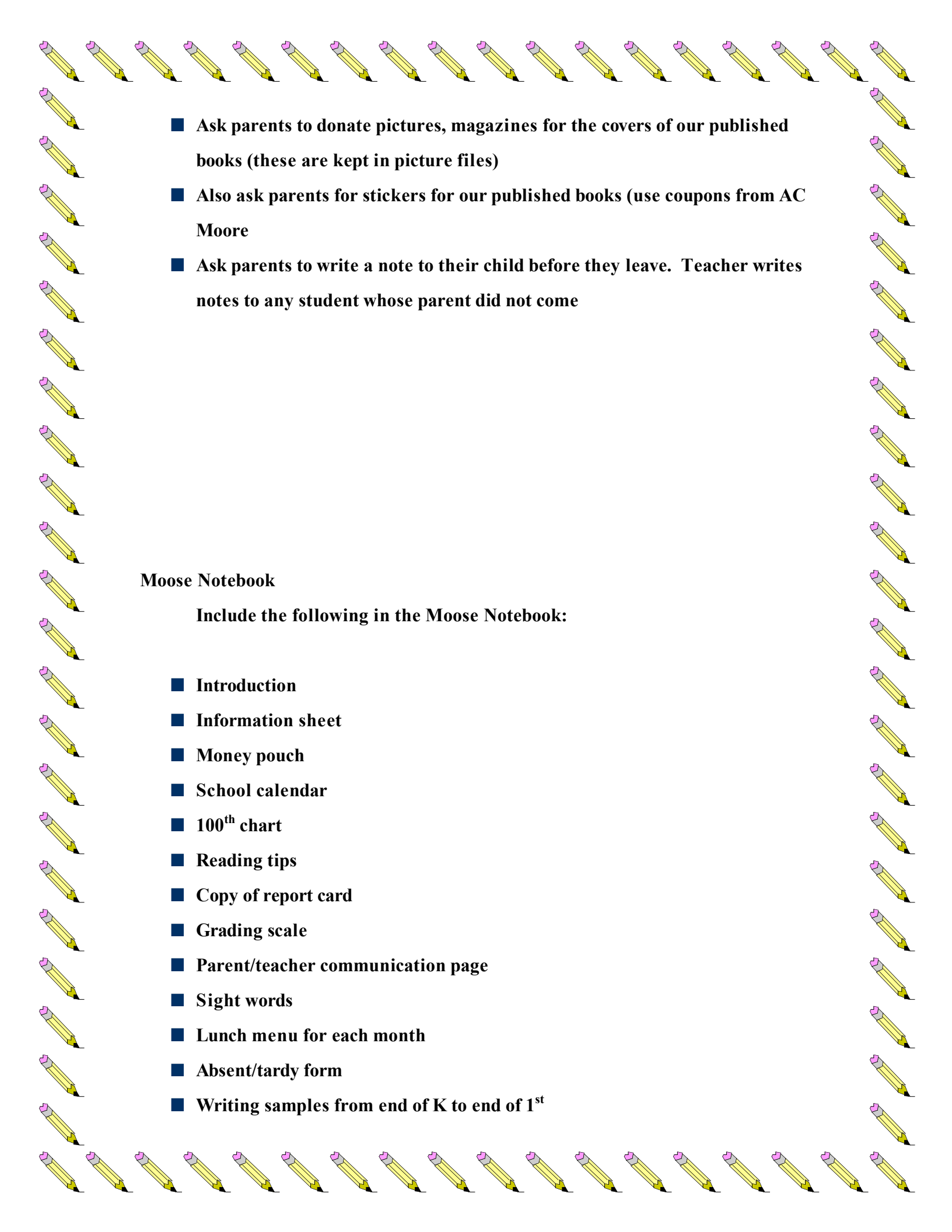


Our district sends a White Envelope home every Wednesday with all important information from the district, school, or classroom. It must be signed and returned the next day.

Students in my class are to address others by their name. Manners are practiced every day! Guests are greeted with terms like: good morning (afternoon), thank you for coming, it was nice of you to visit.... Chairs are pushed in when a student gets up, trash is picked up when it is dropped and desks are clean at the end of the day. I believe it is important that each student have pride in themselves, about their classroom, friends, and their school.

Open House

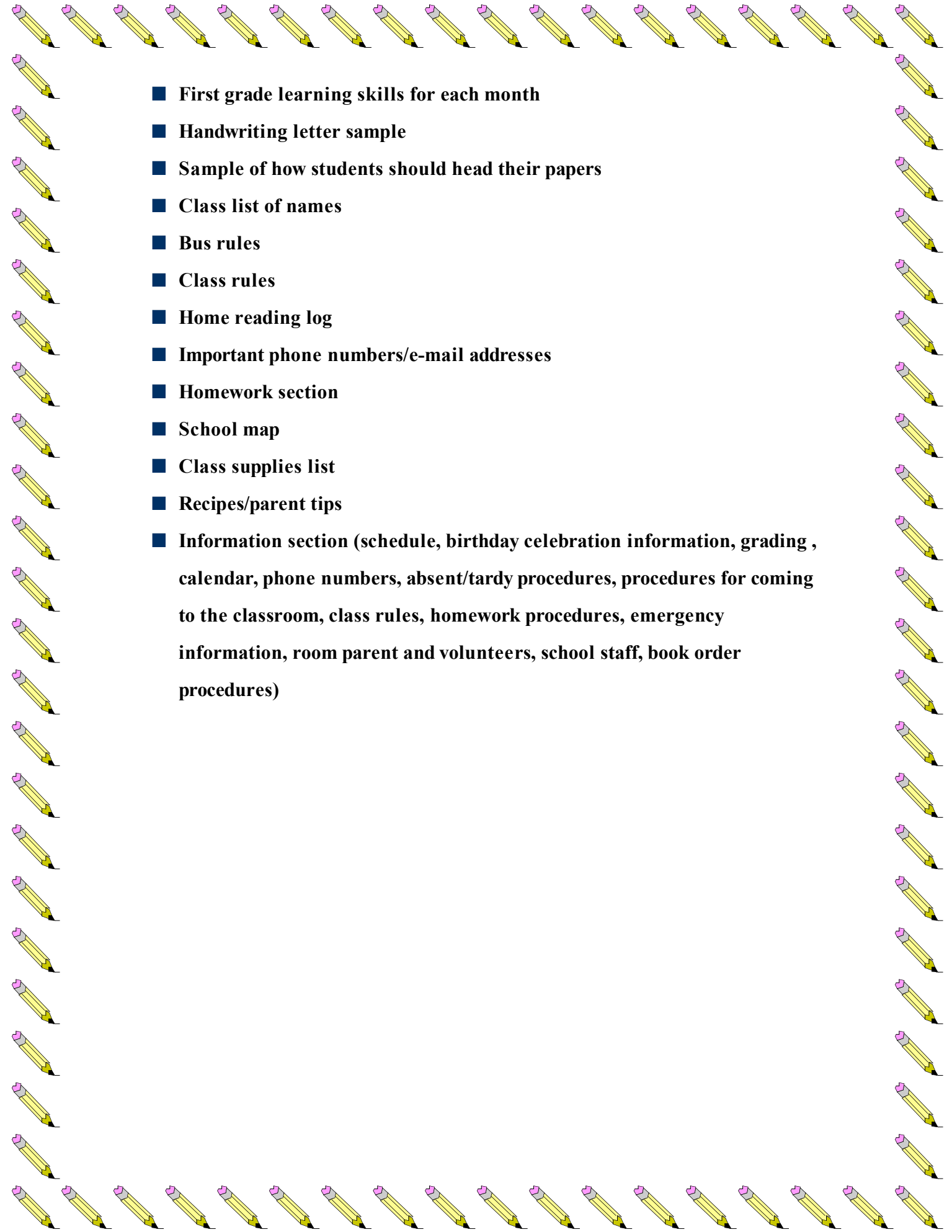
- **Prepare First Grade Handbook**
- **Cut out tagboard ovals for students to decorate like themselves**
- **Need tee-shirts for chairs . Slip over decorated heads**
- **Prepare apple poem/apple for desks**
- **Put out bowl of candy hugs and kisses**
- **Put blank notepaper on each desk so parents can write to their child**
- **Prepare power-point presentation: go over grading, daily procedures, discipline plan, language arts program, math program, parent helpers, what to look forward to this year, teacher/parent communication, discuss Moose Book, how to support beginning readers at home, a wish list for school (paper plates, cups, film, plastic forks/spoons, colored pencils, markers, small individual tape players : \$5.00 at Wal-Mart, cotton, ribbon, yarn, buttons, lunch bags, shoe boxes/can get at Wal Mart, shells that can be used for classroom rewards)**
- **On Open House Night, put samples of reading, math books on display. Put student journals out (if child wants to share)**

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- Ask parents to donate pictures, magazines for the covers of our published books (these are kept in picture files)
 - Also ask parents for stickers for our published books (use coupons from AC Moore)
 - Ask parents to write a note to their child before they leave. Teacher writes notes to any student whose parent did not come

Moose Notebook

Include the following in the Moose Notebook:

- Introduction
- Information sheet
- Money pouch
- School calendar
- 100th chart
- Reading tips
- Copy of report card
- Grading scale
- Parent/teacher communication page
- Sight words
- Lunch menu for each month
- Absent/tardy form
- Writing samples from end of K to end of 1st

- 
- **First grade learning skills for each month**
 - **Handwriting letter sample**
 - **Sample of how students should head their papers**
 - **Class list of names**
 - **Bus rules**
 - **Class rules**
 - **Home reading log**
 - **Important phone numbers/e-mail addresses**
 - **Homework section**
 - **School map**
 - **Class supplies list**
 - **Recipes/parent tips**
 - **Information section (schedule, birthday celebration information, grading , calendar, phone numbers, absent/tardy procedures, procedures for coming to the classroom, class rules, homework procedures, emergency information, room parent and volunteers, school staff, book order procedures)**

