

Setting up my Classroom

Plan of Action

Prior to beginning the school year:

1. I make contact with my new students <i>"Welcome to my class."</i>	<input type="checkbox"/>
a. Telephone contact with each student.	<input type="checkbox"/>
b. Note or postcard mailed to each student - they love to get mail!	<input type="checkbox"/>
c. 1:1 visit with a few 'key' students in order to help reduce their anxiety and to start building a relationship with them. (Held a few days before the beginning of classes, meet the teacher, see the class, get to know a few things about the student.)	<input type="checkbox"/>

Preparing the class:

1. Door <i>"Welcome Poster"</i> with each child's name on it.	<input type="checkbox"/>
2. Physical layout:	
a. Desk arrangement - welcoming, clear view of each student.	<input type="checkbox"/>
b. Separate <i>'work stations'</i> where students can shift to if they need a change of environment. Consider including <i>'standing stations'</i> for students who need to change position physically.	<input type="checkbox"/>
c. Label sections of the room (centers and reading corner).	<input type="checkbox"/>
d. Clean, orderly & organized (Be prepared to TEACH organizational skills throughout Sept/Oct).	<input type="checkbox"/>
e. Free of clutter - be careful of the amount of stimulation. Put up displays only as you teach them.	<input type="checkbox"/>
3. Establish centers - label them, set-up with procedures on how they are to be used.	<input type="checkbox"/>
4. Set-up an Attendance System.	<input type="checkbox"/>
5. Clutter free desks! Plan for it and implement it. (Organize by colour, baskets and organizer boxes).	<input type="checkbox"/>
6. Having adaptive tools in the classroom for those students who fidget:	
a. Fidget baskets.	<input type="checkbox"/>
b. Alternate seating options - various stools, exercise ball	<input type="checkbox"/>
c. Cycle desk, pedaling options	<input type="checkbox"/>
7. Community basket where students can borrow & return work tools if they don't have or can't find theirs when needed (Gather materials from initial school supplies which arrive in September).	<input type="checkbox"/>

Support to the Teacher:

1. Technician/Préposée - plan how you maximize the help of this person in your classroom. Schedule the support when most needed. Explain what you need that person to do (what, how and why).	<input type="checkbox"/>
2. Resource Teacher - use this service to the maximum capacity, set-up specific activities when this person is in your room.	<input type="checkbox"/>

Kick-off to the Day!!

1. Be the host/hostess! Meet & greet each student individually every morning (recess & lunch when possible). This is a warm positive contact that shows that you care about them individually, it also gives you a lot of information on their emotional state.	<input type="checkbox"/>
2. Food & drink; allow students to eat quietly, have a water bottle when in need.	<input type="checkbox"/>
3. Set-up procedures immediately - morning, after recess, after lunch routines. You can also play soft music to assist them in engaging in this routine.	<input type="checkbox"/>
4. "Agenda of the Day" on the board, make sure that the size and location make it easily visible for each student in your classroom.	<input type="checkbox"/>
5. Have a 'morning task' that students can engage in as soon as they enter your classroom. This way learning time begins as soon as they enter your room.	<input type="checkbox"/>
6. Assign 5 students per week to hand-out materials, the process will be quicker and more efficient.	<input type="checkbox"/>

Classroom rules:

1. Develop them with your students.	<input type="checkbox"/>
2. Write in a positive manner.	<input type="checkbox"/>
3. No more than 3 - 5.	<input type="checkbox"/>
4. Encourage and notice efforts.	<input type="checkbox"/>