

# Back-to-School Planning Guide

(How to start your year like a Rock Star.)

## Arranging Your Classroom

- ☐ Arrange the furniture.
- ☐ Wipe everything down for a clean start.
- ☐ Desk tags w/student names or “Where Are We?” chart for flexible seating.
- ☐ (Primary) Book boxes for students with names and a few books to start the first week.
- ☐ Organize your classroom files, student materials and supplies.
- ☐ Organize your small group area – seating, grab and go supplies for students with storage, supplies for you, bookcase or cart with teaching materials...
- ☐ Organize your teacher desk, if you use one.
- ☐ Organize your class library.

## Supplies

- ☐ Replenish supplies – purchase or get from your school office.
- ☐ Prep supplies at your work stations – teacher desk, small group area, white board/whole class teaching area.
- ☐ Get space ready for incoming supplies from students (and a system for collecting and storing items smoothly).

## Technology

- ☐ For older students - prep Google Docs training for writing.
- ☐ Prep any online systems you use for student tracking, grading, etc.
- ☐ Get any computers, iPads, Smart Boards, etc. up and running (label devices).
- ☐ Check the apps, tabs and bookmarks you need are there and ready to go.

## Forms + Other Documents

- ☐ Fill out and hand in any forms needed by your school administration.
- ☐ Gather any forms needed to be sent home with your students the first week of school.
- ☐ Create a tracking sheet for forms that students will be turning in to you in the first weeks of school.

### **Calendar + Schedules**

- ☐ Make a schedule for your school day.
- ☐ Calendar for the School Year- add breaks, teacher days and holidays/ special celebration days.
- ☐ Take all school schedules and add the items and dates to your calendar.
- ☐ Schedule your planning time and grading time into your daily calendar.

### **Planning + Teaching**

- ☐ Teaching plans for the first 2 weeks + make any copies you'll need.
- ☐ Prep any testing of students you will do in the first weeks of school.
- ☐ Curriculum Map - make adjustments to your curriculum map.
- ☐ Add curriculum to your calendar by month.
- ☐ Place all Mentor Texts you will use for the first month in a bin. Put a post-it on each book listing everything you'll use it to teach.

### **Student Tracking**

- ☐ Prep student files + tracking forms/check sheets, if you use them.
- ☐ Get your grading system ready- electronic or paper
- ☐ Setup or update your online system if you haven't already.

### **Class Management**

- ☐ Create nametags.
- ☐ Create jobs or adjust the ones you have and prep procedures for each job.
- ☐ Adjust any class rules or supports and get an anchor chart ready.
- ☐ Make a schedule for training your class in the first weeks.
- ☐ Procedures for the library, lunch room, hallways, noise levels, bathrooms, water bottles, absent/late work, independent/group work, attendance, lunch count, AM/PM Routines...

### **Communication**

- ☐ Before school starts "I'm so excited to meet you" email.
- ☐ Welcome Letter or Email for the first day.
- ☐ Prepare a regular weekly email template.

### **Emergencies**

- ☐ Get your emergency procedures ready.
- ☐ Prep any supplies you need for emergency drills.
- ☐ Put a plan together for training your class and schedule it.
- ☐ Get any supplies you need for a real emergency in once place, just in case.

### **Field Trips + Special Guests**

- ☐ Field trips - check that reservations are made or make them if you haven't already.
- ☐ Prep a permission slip for each trip and volunteer information.
- ☐ Special Guests – Contact them and get them on your schedule along with their contact information. Let the office know your plans.
- ☐ Get a list together of anything you'll need to have for Special Guests or Field Trips and put it with your planner a week or so ahead of the event.

### **Meet the Teacher**

- ☐ Plan for Stations or Scavenger Hunt for students and their families – forms to fill out, find your seat, photo booth, choose a book, go find...
- ☐ Treat or gift for students when they finish their stations or hunt.
- ☐ Meet the Teacher form.
- ☐ Prep any other forms/paperwork you'll need for families.

### **Back-to-School Night**

- ☐ Create a file for your Back-to-School Night Prep.
- ☐ Prepare your Back-to-School Night packet. Finalize the week before (schedule).
- ☐ Make a list of student work samples you want to have ready for parents that night.
- ☐ Make an outline of all you want to cover that evening.
- ☐ Create any signup sheets or online signups you need to have ready.
- ☐ Mark your calendar a week before to finish the prep.

### **Details**

- ☐ Prep bulletin boards and create a plan for when/what/why you'll change them.
- ☐ Make copies for the first 2 weeks and for Back-to-School Night.
- ☐ Prep recognition for student birthdays, lost teeth, 100 Days, etc.
- ☐ Make an overall plan for this year's celebrations- Thanksgiving, Valentine's Day,...

### **Volunteers**

- ☐ Prep directions for volunteers for the first week of school, if any.
- ☐ Prep a SignupGenius.com or Signup.com for families to volunteer starting the second month of school.
- ☐ Get info sheets ready for room parents and volunteers.
- ☐ Make decisions about volunteers in your classroom- when, what, how, why.

### **Moving Yourself Forward**

- ☐ Write out your teaching goals for the year.
- ☐ Make a list of micro tasks for each goal.
- ☐ Put checkpoints on your calendar to keep yourself on track or get coaching.

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