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Before Students Arrive Checklist
EDUC 5314
Dr. Estes
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Organize files, arrange and decorate

I will bring in all of my materials that I will need for the school year. I will require my students to bring the required school supplies on the first day of school, but I will have an assortment of: pens, pencils (regular & colored), notebooks, binders and notebook paper for my students to use. I will bring an assortment of Kleenexes, Paper Towels, Hand Sanitizer and Lotion. If the students need any of these supplemental supplies, they are able to use them without having to miss out on the lesson in my class.

There will be an assortment of posters that are related to my class kinesiology, physical fitness, exercise-based posters. These posters will be able to view in my classroom as well as in the auxiliary gym. This is a way that the students are able to see the benefits of what opportunities that physical fitness can provide. The American and the state of Texas flag will be hung in the auxiliary gym and the classroom.

In my class behind my desk will be a section giving information about the undergraduate and graduate schools that I attended. I will have banners of the schools and fact information sheet about these individual campuses. There will be a picture of my family on my desk including small knick-knacks of things that spark my interest: travel, reading, music and sports.

All of my teacher edition books will be placed in my desk to make sure that student do not have any access to them. All the student edition text books will be located in the book case including the student's daily planners, binders, and all other reading material that will be required for my class in the back of the room. Any assignments will be accessible on the supply desk next to the teacher's desk. All assignments will be turned in at the folders on the desk next to the door before a student leaves out of class for the day. All Assignments that students will do throughout the year will be put in a file cabinet next to the classroom door.

On the doors of the auxiliary gym and the classroom will have the: school year, bell schedule, uniform requirements (based on what school I am in) and classroom rules/procedures, athletic scheduled events based on the season, school motto and emergency exit plan. On the board will list the: day, date, a positive quote, lesson of the day and the flow of the class (start and end times of the class). Passes for restroom, library and office will be hanging on the wall next to the door. The pencil sharpener will be on the teacher's desk.

Classroom set up

My desk will be on the opposite side of the door next to the wall with a supply desk/table next to my desk for students to get there: supplies, pick up and turn in assignments.

My desk will have: laptop/desktop, keyboard, mouse, pencil sharpener, pens, and stapler

All extra supplies will be in the cabinet next to the classroom door.

Behind the teachers' desk will be a section giving information about the undergraduate and graduate schools that I attended. I will have banners of the schools and fact information sheet about these individual campuses. There will be a picture of my family on my desk including small knick-knacks of things that spark my interest: travel, reading, music and sports.

The desk in the classroom will be in rows of five facing the teacher's desk. There will be one desk next to teacher's desk reserved for an invited guest.

There will be a file cabinet next to the door and a book case with student edition text books, daily planners, binders, and all other reading material in the back of the classroom.

Around the class room there will be an assortment of posters that are related to my class kinesiology, physical fitness, exercise-based posters.

On the doors of the auxiliary gym and in the classroom will be schedule for the school year, bell schedule, uniform requirements (based on what school I am in) and classroom rules/procedures, athletic scheduled events based on the season, school motto and emergency exit plan. On the board will list the: day, date, a positive quote, lesson of the day and the flow of the class (start and end times of the class). Passes for restroom, library and office will be hanging on the wall next to the door.

Roster/Seating chart

I will observe my roster to determine how many desks, student textbook, organizers that I will need/not need in my classroom and see if there are any special indicators of my students: IEP/504, ESL/ELL etc. The seating chart will be in alphabetical order last name first from A-Z. Any students who have special needs will be placed in seating that will help accommodate their needs; as well as I will contact their teachers from previous years and see how I need to modify and accommodate my lesson to fit to their needs. If there are students that had any discipline issues from previous teachers in the school years past their seating arrangements will be adjusted as well. Students will be able to observe and hear the teacher clearly based upon their location of the classroom.

Classroom Greeting

Students will be greeted by the teacher as they walk into the gym with a kind word of affirmation, smile and a handshake. Students will pick up a piece of blank paper and a notecard on the supply desk next to teachers' desk. A sticky note will be on the desk that I will require them to sit at which will be their assigned seat for the remainder of the year unless told differently. Students will take that blank piece of paper, fold it and create a name tent and they

will take the note card and answer five questions on the board (they will have two minutes to complete the assignment):

1. What is the first and last name?
2. What grade are they in?
3. What do they like about P.E.?
4. What are their plans after High School?
5. What are their expectations of this school year?

I will introduce myself: Tell them my name, what subject(s) that I am teaching, what sports do I coach, how long I have been at the current campus, how long I have been in education and bit of personal information about myself (what college(s) I graduated from, favorite athletic teams etc.). I will give students 2-3 minutes to ask questions then I will move forward with the class. Students will stand up and present themselves to their classmates based on the information that they wrote on the note card. Teacher will show a PowerPoint presentation detailing information overall information about the class: expectations, procedures, disciplinary plan, materials needed, what are the teacher's expectations of the class, lessons/topics that we will cover etc. Students will participate in an icebreaker activity.

Students expectations of teacher

The teacher will be present everyday during the school year. He will be prepared, excited and ready to teach the lesson of the day. He will have extensive knowledge of the lesson being taught, how to conduct himself in a professional manner and be a positive influence for his students not only in the classroom, in the school and outside of the school. The students will receive the upmost respect from the teacher and he expects the same gratitude in return.