

# Elementary: The First Five Days Template

This outline is a starting place for you in planning the first five days with your students. Establishing rapport, procedures, rules, and content will help your entire school year run smoothly. Taking time to focus on these four categories up front is an investment to support a great teaching and learning environment for the school year. Choose and modify what works for you and your school community. Some grade levels/schools/districts already have procedures and rules in place. Find out what they are before you begin to set up your classroom.

## DAY 1

### Meet and Greet

Find out the procedure that is used at your school to receive students the first day of school and for the remainder of the year. You will also have to know the school procedure for reporting daily attendance. The procedures might be different for the initial day or they might be the same.

Direct students to their seats labeled with temporary name tags and have a Getting to Know You Activity on desks. Students will work on this while you get everyone settled.

Teach your signal for Getting Attention and use Freeze (students must stop what they are doing and remain silent) to practice.

“1, 2, 3 eyes on me” and students respond with “1, 2, 3 eyes on you.”

Give Me 5 (teacher raises hand palm face out, students stop and raise hand palm face out. Teacher does not speak until all students are silent and one hand raised.

Clapping rhythms are often used as non-verbal call and response attention getting cues. The students might repeat a rhythm the teacher claps first or they might have a specific response rhythm that goes with it, you decide.

Bells, chimes, whistles, squeaky toys, and other noise makers can be used to alert students that you need their attention. Choose something that is loud enough to be heard over student voices but quiet enough to not startle them. Choose something that can be repeated 3 times or played over approximately 3 seconds.

### Teach Transitions Procedure

Transitions are important in an elementary classroom as it helps students close from one activity and open for the next. Teaching students how to do this in your room will save a lot of time when they move from desks to carpet or small groups.

### Welcome Mixer

Follow-up to the "Getting to Know You Activity." Note: Opportunity to practice Getting Attention Signal.

### Teach Restroom and Water Break Procedure

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You decide how you want this done in your room. Do students go to the restroom before school, one morning break with class, lunch break, afternoon break, and after school? (Good for older students) You also must have a procedure for students to go to the restroom in case of an emergency. What do you want them to say to you? Tell them to raise their hand and say, I have an urgent matter or I have an emergency. In this case they should get a pass and go use the restroom.

## **Introduce First Content Piece**

Reading Response and/or Narrative Writing: Prepare students for the lesson coming after recess! Note: You will save this writing piece in each students 'portfolio.

## **Teach Readiness for Recess**-lining up and hallway procedure

Say, "I'm looking for students who appear ready to line up for recess. I am looking for tidy desks. I'm looking for hands together on top of desks and top lips on bottom lips."

Look around the room as everyone complies. Say Let's see who will get up from their chair and push it in before they line up!"

This will work the first week of school. After that you will have to vary the procedure, by colors of shirts, socks, shoes, and so on. But always look for the behaviors.

In the hallway, students are silent and ask them to give themselves a hug as they walk. This means arms folded across chest. Model this behavior and have them walk this walk whenever walking within the school.

## **Teach Entering the Classroom**

### **Daily Language Arts Routine**

You may have a Board Vocabulary, phonics, spelling or daily writing prompts. Introduce your routine and what the students should look for and do during your reading class.

### **Reading Instruction Day 1**

On the first day of school read a high interest, short, easy book and have students respond in writing or about it to get a first writing sample. Younger students may compose a picture and a writing response. For older children you may read one chapter or a poem.

Look for attentive behaviors such as active listening and reward those behaviors with a thank you, naming the behavior and a smile, with the child's name.

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Direct students to head their paper the way you or the school wants work to be headed. While they are writing circulate the room. Observe work behaviors and answer questions. Collect and let students know that you are saving the papers for portfolios.

**Play a Name Game** before lunch. Be sure to have several different games to choose from as you are learning how to gage time. Here is a fun and challenging game.

## **Name Game:**

Memory String:

Students interview each other using questions such as unique traits, unusual hobbies, proudest moment, most prized possession, most unusual accomplishment, etc. Students then introduce their partner to the class. After everyone has been introduced, hold a memory test. The teacher begins by stating his/her name as he/she holds on to the end of a string from a ball of yarn. The instructor tosses the ball to someone and says something like, "I'm tossing the ball to Gabriel because I remember that Gabriel once had pet rabbit that liked to play with a stuffed rabbit." The pattern continues until everyone in the class is connected. The class members then do the same thing in reverse as they untangle themselves and talk about the person immediately before them.

## **Teach Lunch Routine**

Review lining up and hallway procedure. Include getting lunch boxes procedure.

## **Teach Entering Class after Lunch**

This might include, putting lunch boxes away, getting a drink of water, washing hands, and sitting quietly on the carpet or at desks.

## **Teach Math Routine and Assessment**

Give quick beginning of the year assessment such as number writing or a basic fact assessment. Most district adopted math programs have a routine built into each lesson.

Note: Save Assessments for the portfolio.

**"How I Get to School" beginning Graphing Activity to be used to help you teach Dismissal Procedure**

Be sure to find out the school procedures before conducting the activity.

Take an inventory of students to complete a class graph. Find out how many students are bus riders (walk to the bus lines), car pick-ups (stay with teacher), daycare kids go to the lunch tables, etc.

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On chart paper, write the students' names and mode. Post the chart paper and use the information the next day.

## **Teach Dismissal Procedure**

Practice lining up for different modes of transportation. Reinforce positive behaviors by verbal compliments.

## **Homework Assignment**

Bring in a "souvenir" that represents what you did over the summer (movie ticket stubs, seashell, postcard, pool pass-anything SMALL).

## **DAY 2**

### **Meet and Greet**

### **Teach Morning Routine**

You may have activities such as interactive journals or a morning meeting, as well as how to enter, put things away, get seated and ready for the day.

### **Teach Pair-Share**

Share summer "Souvenirs" (homework) using the Pair-Share technique.

### **Establish & Review Rules and Expectations.**

Introduce **Group Work Procedure** and assign the first group task. Your school may already have these posters for you. You might have to make the poster.

Making Class Rules. Important class rules to reinforce during this activity are

- 1) We raise our hand to speak.
- 2) We listen with our whole body.
- 3) We keep our hands and feet to ourselves.
- 4) We use our quiet voice in class.

### **Practice and Review Hand Raising Procedure**

### **Practice and Review Attention Signal**

### **Review Readiness for Recess/Restroom Procedure**

### **Review procedure for entering the classroom after recess**

### **Practice daily Language Arts Routine**

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## Reading Instruction Day 2

**Begin with the Program your district has adopted. This may include initial assessments.**

### Small Groups

### Independent Work

### Centers

### Review Line Up and Lunch Procedures

### Math Lesson

Review the Chart Paper from the previous day and construct a classroom bar graph of number of students in each category for dismissal. Analyze the bar graph with students to discover largest, smallest, equal numbers going to the various modes of transportation. Label the graph and leave it posted in the room.

### Classroom Jobs

Model and Practice Each

### Teach Getting Supplies and Cleaning Up

Take a tour of the classroom to become familiar with resources and supplies for student use. Have a caddy of supplies that each table can use. Assign table or group leaders to replenish their caddy from shelves and bring caddy to table as needed.

### Art Project: All about Me Collage

Introduce the concept of making a collage and how it is a unique way to idea or meaning such as justice, love, peace or adventure. Show them pictures of various collages and talk about how interesting each expressing might be. One may find many pictures that express the subject. Take a look on Pinterest.

### Relevant NEA Pinterest Boards

Back to School

<https://www.pinterest.com/neatoday/back-to-school/>

Classroom Management

<https://www.pinterest.com/neatoday/classroom-management/>

New Teachers Survival Guide

<https://www.pinterest.com/neatoday/new-teachers-survival-guide-and-more/>

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Classroom Decorating and Organizing

<https://www.pinterest.com/neatoday/classroom-decorating-and-organizing/>

The subject of this collage is the student! Each person is an expert on him or herself. Have a variety of materials such as old magazines, yarn, glitter, fabric swatches, and so on, for students to cut and glue onto their paper. No part of the paper may show through. Students choose to put together a collection that represents them. Have them talk about their characteristics, the roles they have in their family, school, or teams.

NOTE: As students work on this collage you may pull students for one on one assessments either in reading or math.

**Review Procedure for Cleaning Up** (where to store art work too)

**Review Procedure for dismissal**

**Homework: Bring to school a favorite photograph of yourself.**

## Day 3

**Meet and Greet**

**Reinforce Morning Routine**

Getting seated, getting started, morning greeting, reviewing agenda, sharing of homework photographs.

Assign Classroom Jobs

Based on your observations of students over the past two assign jobs. Change job assignments weekly.

Introduce Student of the Day

Assign a Student and review the special privileges and honors this person receives throughout the day (first in line, wears a special badge, special pencil, piece of candy, and so on). Base the award on a behavior the student displayed that was positive, helpful, kind, courageous, or responsible.

**Review Independent Work time procedures**

**Line Up for Recess**

**Review procedure for entering the classroom**

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## Reading Instruction Day 3

### Teach Procedure Reading Group Routine

Writing Assignment: All about me rough draft

### Line Up for lunch

### Practice Entering Class

### Math Content Lesson

### Continue Art Collage

### Reinforce Dismissal Procedure

### Homework:

Send home a letter of introduction to parents and a list of items that may be donated for the class. Have parents sign the letter and write their cell phone numbers and email addresses on it. Provide a space for this on the letter, perhaps with a broken line, asking for parents to cut off the bottom and return it. This should be returned in the morning.

## Day 4

### Meet and Greet

### Reinforce Morning Routine

### Student of the Day

### Collect Letters with Parent Contact Info

### Daily Language Arts

### Reading Instruction

### Reading Groups

### Writing Assignment: Complete Rough Draft

### Line Up for Recess

### Continue with Writing

### Introduce Science or Social Studies

### Line Up for Lunch

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## Math Content Lesson

Finish Art and/or each student present Collage

## Review Dismissal Procedure

Homework: Basic Math Facts Sheet

## Day 5

### Meet and Greet

### Morning Routine

### Collect Homework

### Introduce Physical Day (every Friday)

After students unpack and sit, explain what the activity will be calisthenics or running a lap. This will be a short energizer activity, not a lesson. This can be done in gym or in classroom, but whenever possible go outside. Think of ways to incorporate math learning like counting stretches, seconds, steps or breaths. Take pulse rates before and after and chart them or find averages in the class. Start each Friday with this activity.

### Daily Language Arts

### Reading Instruction

### Reading Groups

Writing Assignment: All about Me Peer Editing Rough Drafts and Student Rewrite

### Line Up for Recess

### Science/Social Studies

### Line Up for Lunch

### Math Games

Win-win math games

[http://www.mathsolutions.com/wp-content/uploads/winwin\\_mathgames.pdf](http://www.mathsolutions.com/wp-content/uploads/winwin_mathgames.pdf)

### High and Lows

At the end of each week, meet in a circle and have each child share a "something great" or "something not so great" that happened that week. Build camaraderie!

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## **Independent Work**

Use this time for students to finish rough drafts or other assignments.

## **Dismissal Procedure**

**Homework?** Be sure to know the Homework Policy and Grading Policy of the School District for your grade level/subject.