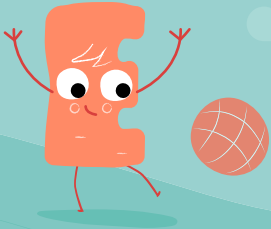




Back To School Checklist for Virtual and In-Person Teaching



This year is going to be very different than anything we are used to. Here is a checklist to cover the basics and help you stay organized.

Set up Online Programs Tools

- Choose online learning platform and practice
Examples: Google Classroom, Class Dojo, SeeSaw, Bitmoji Classroom
- Set Up Chosen Online Classroom
- Choose and learn about supplemental online program
Examples: Lalilo, Zearn, Epic, Reading A-Z, Kahn Academy etc
- Choose a video conferencing tool and practice

Plan Online Routines & Procedures

Just as you would in person, plan out your routines and procedures for your online classroom:

- Create a Parent Communication Plan
- Video Conferencing Procedures for Kids & Parents
- Online Daily and Weekly Schedule
- Online Behavior Agreements
- Program Specific procedures for your online tools
- Beginning and End of Day Routines
- Rules for student devices

Plan In-Person Routines & Procedures

This year is going to look a lot different when kids return to school. Whenever your school is ready for that step, here are some things to plan for:

- General Classroom Rules and Procedures
- Cleaning procedures
- Social Distancing procedures
- Mask Procedures
- Recess, Cafeteria Rules
- Line up
- Beginning and End of Day Routines

Order and Organize Student Materials

Each student should have their own set of supplies. Create bins or bags for each student that they can keep at home and/or in the classroom if they will be attending in person.

- Folders
- Notebooks
- Book bags
- Workbooks
- Crayons
- Markers
- Scissors
- Glue
- Expo markers & whiteboards
- Pencils
- Erasers
- Hanging files for student work/portfolio for conferences

Order and Organize Sanitary & Cleaning Supplies

You will need lots of cleaning supplies on hand this year. Hopefully your school will provide these, but here is a list to make sure you have everything you need to keep germs away.

- Hand sanitizer
- Hand soap
- Sanitizing Wipes
- Cleaning Spray
- Alcohol Spray
- Paper Towels
- Gloves
- Plastic Baggies
- Extra disposable masks

Classroom Prep & Organization

If you are returning to in person teaching, take it easy on your self when it comes to prepping and decorating your classroom, here are the essentials:

- Cover walls with paper/fabric & borders
- Organize classroom library
- Arrange desks
- Create space for student bins/bags
- Organize Teacher Workspace and Materials

Planning for Week 1

Whether you are in person or online, here's what you'll need to plan for the first week of school:

- Plan your week at a glance including lunch time, prep, recess, online meetings, in person meetings
- Team building activities
- Sharing/ getting to know you activities
- Classroom agreements
- Social/Emotional learning activities
- Setting expectations and practice for independent reading and work time at school and at home
- Read aloud books
- Anchor charts for routines, procedures and lessons you will cover in week 1

TEACHERS,
THANK
You
FOR BEING AWESOME!

