



A Principal's Guide for a First Day Script for Teachers

Teacher Preparation

- Seating assignments
- Something for students to do immediately as they enter the classroom
- Presentation about yourself and classroom (possible PowerPoint, displays, room arrangement, cubbies and storage area for backpacks, etc.)
- A few Procedures you will teach on the first day
- Explanation of all the exciting things students will be learning
- 3-5 Classroom rules (POSTED)

Suggested Classroom Procedures to Teach on the First Day

- Entering the Classroom
- Bellwork/Fast Start
- Assignment Headings: Name, Date, Period, Title
- What to Bring to Class Each Day
- Procedure for Leaving the Class—Bell does not dismiss class, the teacher dismisses the class

Suggested Classroom Rules

- Follow directions the first time they are given, and thereafter.
- Raise your hand and wait for permission to speak.
- Stay in your seat unless you have permission to do otherwise.
- Keep hands, feet, and objects to yourself.
- No cursing or teasing.

Teacher Procedures for the First Day

1. Stand at your door and greet each student as they enter.
2. Tell each student how to find their assigned seat and where to find their first assignment and to begin working.
3. Answer the seven questions all students want to know on the first day of school (***The First Days of School***). This will allow you to enthusiastically welcome your students, share about yourself, and talk about all the work they will be doing in your class and how much they will learn and how successful they are going to be in your class.
4. Introduce the word PROCEDURES.
5. Explain and demonstrate that you will be standing at the door every day (perhaps with a student, too), how they will be greeted and how you want them to respond when they enter the classroom.
6. Teach the procedure of the morning routine (teach, rehearse, and implement).
7. Teach the procedure of using the agenda, schedule, and bellwork to start each day. Show them where they will find their first assignment.
8. Point out the sign that shows how to head a paper (i.e., Name, Date, Period, Title). For your first-day activity, have the students do this on the assignment and teach the procedure that goes with the completion of this activity. Check each paper for understanding.
9. Present your classroom rules and show where they are posted. Review and check for understanding.
10. Teach the procedure of what to bring to class each day.
11. Teach the procedure for exiting classroom.
12. Stand at the door as students leave class. Create positive interactions as students exit the classroom.



Classroom Procedures Observation

Teacher	Date	Class
EXPECTATION	SCORE	COMMENTS
Teacher is at the door greeting students as they enter the classroom.		
Bellwork is posted.		
Students enter the classroom and immediately begin working.		
Agenda for the day is posted.		
A beginning of class or morning routine is utilized.		
Objective(s) for the day is posted.		
Transitions are smooth with minimal loss of teaching/learning time.		
Teacher can quiet the room quickly.		
Individual classroom procedures are evident.		
Students know how to correctly set up an assignment.		
Students know how to ask for help.		
Teacher dismisses the class.		
Teacher is at the door as students exit the classroom.		
1 Exceeds Minimum Expectations 2 Meets Minimum Expectations	3 N/A	Does Not Meet Minimum Expectations Not Observed

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(continued)

Use the Observation Rubric to create a schoolwide Culture of Consistency.