A simple outline of what needs to happen on the first day of school ensures Karen’s first day is meaningful and successful.

**Entering the classroom – assigned seats:**

- A list with student names, each student has a number, and the seats are numbered
- Students simply find their name, their number, and their seat
- Bellwork assignment – student information form and current science article:
  - Students pick up an information form and fill it out
  - If they have extra time, read the current science article (on desks)

**Teacher introduction – welcome statement:**

- Make sure everyone is in the right place, thank them for coming in and getting to work
- Explain the "entering the class" procedure and thank them for doing it correctly
- Introduction statement, "Welcome to biology. My name is Ms. Rogers . . ."

**1st Assignment – student information form and class procedures:**

- Brief description of course guidelines
- Complete class procedures worksheet

**Clean up and dismissal:**

- Turn in papers – teach "turning in papers" procedure and practice
- End of class and dismissal procedure – teach, practice, thank