



## LOOKING AHEAD TO A NEW SCHOOL YEAR

**A**ugust sends the signal to us that it is time to get ready to go back to school. It is time to get our rooms ready, get our bulletin boards up, review our new class lists, review the materials we have, and plan for an exciting school year. You will feel much better if you have your classroom ready early.

### **Goals**

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# August

## August 1

If you have a new classroom, go to school and decide how you will arrange the room to meet the needs of your students.

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## August 2

If you have the same classroom, give it a facelift with new plants or lamps.

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## August 3

Review the materials available to you. Find out whether there is additional money in the budget for ordering new materials.

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**August 4**

Determine and establish your paperwork organizational system for the year.

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**August 5**

Establish a positive recognition system for your students for appropriate behavior.

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**August 6**

Determine your rules for your classroom, and make a poster about them with pictures or photos depicting students following the rules.

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**August 7**

Spend some time with the principal, secretary, and custodian to get to know their expectations for the year.

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# August

**August 8**

Send an introductory letter to your students and their parents.

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**August 9**

Create a bulletin board that focuses on each student.

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**August 10**

Attend a staff development session to get some new ideas for your year.

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**August 11**

Review the IEPs and evaluations for each of your students.

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**August 12**

Outline a schedule for when student reevaluations are due and when IEPs are due.

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**August 13**

Establish an e-mail user list for your parents so you can quickly send general messages about your class.

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**August 14**

Purchase some thank-you notes, and set a goal to send at least five per week to faculty or parents who do something nice for you or your students.

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# August

## **August 15**

If you don't have one, consider establishing a Web site for your class. If you have a Web site, prepare some sample home activities based on the needs of your students and the needs of the home.

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## **August 16**

Write a welcome note to the teachers and other staff who will be working with you.

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## **August 17**

Meet with the teachers who will be working with your students to discuss accommodations for your students and to determine their schedules.

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**August 18**

After meeting with other teachers and related services personnel, set your schedule. Make sure your schedule depicts a high degree of engaged academic time for your students.

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**August 19**

Prepare a resource list for the general education teachers in your building.

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**August 20**

Go to lunch with some of your colleagues to share your summer activities.

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**August 21**

Find out something unique and positive about your students. Prepare an opening-of-the-year story incorporating all the names of your students.

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# August

**August 22**

Prepare a homework tool kit for your parents.

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**August 23**

Develop at least ten new ideas for alternatives to worksheets.

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**August 24**

Develop at least three games for reinforcing specific skills.

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**August 25**

Make bookmarks for your students with some key vocabulary words.

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**August 26**

Search the Web for at least three new ideas to use in your classroom.

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**August 27**

Go to the opening teachers' workshop with an attitude of enthusiasm and excitement. It is always fun to see everyone again.

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**August 28**

Make the new teachers in your building feel welcome. Offer to help them or to share a book that you have found particularly helpful.

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# August

## **August 29**

Make a resolution that you will make every effort to stay positive and not join in when colleagues become negative. Instead try to divert the discussion with positive statements.

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## **August 30**

Plan a series of icebreakers to use with students throughout the first week of school.

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## **August 31**

Reflect on how lucky you are to be working with your students and the faculty this year.

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