

FIRST DAY "TO DO" PROCEDURES

These are tasks YOU MUST DO on the first day with your students!! Thank you!

Take attendance by 9:30 am. Return your class attendance sheet to summer school office.

Communicate to students your classroom rules, expectations, and routines.

Determine each student's dismissal procedures.

- You will be provided with an excel spreadsheet with student dismissal information. Students were provided dismissal stickers in their Welcome Letters to be filled out by parents.
- Check your students' dismissal stickers and compare the information with the excel spreadsheet.
- Check the column for car pick up or walker, if indicated on the sticker.
- If the student is a bus rider, determine the bus color (see bus route/color chart in orientation folder) and use a magic marker to draw a large dot on the student's sticker (this will help us spot check students at dismissal). Help these students learn their bus number and color.
- On the excel spreadsheet, highlight students who have different information on their sticker (or told to you) as compared to the excel spreadsheet. The Claremont Summer School Office will pick up these checklists between 9:30-9:45 and will call every student's family with conflicting (or non-existent) dismissal information. The spreadsheet will be return to you before dismissal.
- Fill out a dismissal sticker for all students who arrive without one (especially students PreK-2nd) and attach to student's backpack. Extra dismissal stickers can be found in your orientation folder.

Once you receive an updated dismissal spreadsheet, transfer the dismissal information to the **Claremont Summer 2016 Student Dismissal** chart provided to you in the orientation folder. Fill out a 2nd one for your teaching partner, if appropriate. POST CHART BY YOUR DOOR INSIDE YOUR CLASSROOM for reference throughout the summer.

Take students on a tour of the building/grounds.

- Designate an outside location near the playground to meet your students each morning. Talk to your students about the "before school" morning recess procedure.
- Make sure your students know the location of the summer school office, library, clinic, etc.
- Visit each of the dismissal locations (gym for buses, car pick-up and walkers area, cafeteria for Key Extended Day, and library for Claremont Extended Day)

Distribute Student Emergency Forms. Encourage students to return these ASAP.