FIRST DAY OF SCHOOL

PLANNING GUIDE & LESSON PLAN

second day of school
TEACHER SCRIPT

first day of school
TEACHER SCRIPT

First Week
SCHEDULE AT A GLANCE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

First Week
HOUR-BY-HOUR OUTLINE

TIME	WEDNESDAY	
:		

First Week
HOUR-BY-HOUR OUTLINE

TUES

TIME	TUESDAY	NOTES
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First Week
HOUR-BY-HOUR OUT

TIME	DAY	

SECOND STORY WINDOW

THANK YOU
FOR YOUR DOWNLOAD!

Hello there! We are a set of sisters who are the brains behind the 'Second Story Window' brand. We are both former 2nd grade teachers and current preschool teachers with a combined 20+ years experience in the classroom. We love make life just a little easier by designing curriculum that is both rigorous and easy-to-use!

SHOP

Emily & Heidi

TRANSFORM YOUR
Word Work INTO
Word Play
- A COMPREHENSIVE PHONICS CURRICULUM -

Ready to take your word work block to the next level?

CLICK THE BUTTON BELOW TO TRY OUT OUR PHONICS CURRICULUM... COMPLETELY FREE!

I WANT WORD PLAY!

saving your sanity with a

SCRIPT

DIRECTIONS

1. Start by identifying activities to meet your back-to-school goals. How will you Affirm, Train, Teach, and Assess your students on the first day and in the first week? Use the **goal setting journal sheets** to list your ideas.

2. List the procedures you need to teach. Break down the steps for each procedure. Make a plan for teaching each procedure. (Check out the Procedures and Routines BUNDLE to guide your thinking.)

3. Identify which school tools (pencils, crayons, etc.) you need to introduce to your students. Make plan for how you'll introduce each tool. (Check out the GUIDED DISCOVERY FOR SCHOOL TOOLS resource for help with this task.)

4. At the start of the school year, things either end quicker than you planned or run long and you need to shift the rest of your day's plans. Prepare for this by creating a bank of time filler ideas that you can prep ahead of time (if needed) and grab at a moment's notice. Consider movement activities, books, songs, art/crafts, short videos, and games. List your ideas on the **Time-Filler Idea Bank**.

5. Identify the fixed events in your first day schedule. Consider school start time, recesses, lunchtime, specialty classes, assemblies, visits from the principal, dismissal time, and any other event you don't control the timing of. For each fixed event, fill out a digital or print version of the **fixed event planner page** (page with pencils that says START TIME at the top). Start by listing the fixed event in the center of the page. Use your procedures list to figure out what needs to happen before and after each event. Before lunch you need to teach your lunch procedures. Before the principal visits you need to teach your expectations for respecting guests. Also consider what needs to happen after each fixed event. If there are procedures for coming in after recess or after returning for specialty class, make sure to list those. At the very least, set aside a minute or two for a discussion about how the fixed event went. Did students meet the expectations you set? What should they remember to do going forward?

6. Next, add your fixed events to your schedule timeline using the **digital Jamboard or the cut-and-paste sheets**. For the cut-and-paste sheets, list fixed events on the pink strips and glue them where they belong in your schedule.

7. Add your flexible events to your schedule. Start with the start and end times for each fixed event. If dismissal is at 3:30, what time do you need to start teaching your dismissal procedures? Add the before and after times of each fixed event to your schedule on the Jamboard or using the cut-and-paste sheet. Use the blue strips (or blue notes) to add the before-and-after times for each fixed event.

8. Plan a low-stress activity to engage students on the first morning. Pattern blocks make a great option. [Check out First Day Pattern blocks resource for more information]. Add your morning activity to your timeline.

9. Use your Time-Filler Activity Bank to add some time fillers to each fixed event. That way, if you decide to start your dismissal routine at 3:00, but you're done by 3:15, you have a plan already in place and you're not scrambling to fill the last 15 minutes. You can make a note of these on your timeline.

10. Once your fixed events are added to your timeline and you've added the before and after times for each fixed event, it's time to start filling in the rest of your schedule. Refer back to your goals for Affirming, Training, Teaching, and Assessing. Which goals will best fill the holes in your schedule? In the first couple days of school, you'll be focusing mostly on Affirming and Training. As the week goes on, you can start adding in more Teaching and Assessing. Make sure you're including activities such as introducing yourself to your students, teaching vital procedures, and giving your students time to get to know each other. List these on the blue flexible event strips and start putting them in your schedule. As your schedule takes shape, make sure you're breaking up the talking and not teaching several procedures in a row. You probably don't want to teach your procedures for pencils right before you teach your procedures for lunch. That's a lot of talking for you and a lot of listening for the kids!

11. When your timeline is filled with your fixed and flexible events, you can add that information to your **First Day Script** digitally (in Google Docs) or print and write. Add as much information as possible. Think of it as writing sub plans for yourself. You will have a million details to keep track of on the first day, do yourself the favor of getting as much as possible out of your head and onto paper so you can focus on connecting with your new students. Print your script so you can easily reference it as you go through your first day.

12. Use your first day script to make your **Night Before School To-Do List**.

13. Now that the hard work is done, repeat the steps for the first week of school (or until you're in a regular daily routine).
- Write your Affirming, Training, Teaching, and Assessing Goals for the first week.
- Add your fixed events to your timeline.
- Break down what needs to happen before and after each fixed event. Add those times to your timeline.
- Refer to your Time-Filler Idea Bank for ways to fill unexpected time.
- Add in your flexible events. Make sure you're introducing the procedures and school tools you need to cover. Break up the talking with different activities.
- Start moving your students toward your regular daily schedule. If you normally teach writing at 10:30, consider planning a writing activity at that time. The activity doesn't have to be part of a larger unit just yet. You can do a fun "What I Did During Summer Vacation" journal page and craft. But the idea is that you're getting students accustomed to doing certain activities at certain times.
- Add your timeline to the day's script. Use a script to support you until you're in you're regular schedule. You have enough to keep track of! Don't make it harder by adding details to your over-taxed memory when you could write them down.

14. Don't forget to take care of yourself at this stressful time! Do your future self a favor by figuring out clothes and lunches, and whatever else you can, ahead of time. Use the **Self Care Planning Sheet** to help with this.

And remember: you've got this! The first week is so hard, but you've got the tools you need to succeed!

planning your first day CHECKLIST

- Set goals for how to *affirm*, *train*, *assess*, and *teach* on the first day.

- List activities that will help you meet each goal.

- List the procedures you need to teach.

- Figure out the detailed steps of each procedure.

- Make a plan for teaching your procedures.

- Identify which school tools you need to introduce to students.

- Make a plan for introducing each tool.

- Cover your bases by planning a back-up time filler bank of ideas.

- Add all fixed events to your first day timeline.

- Write the explanations that are needed before and after each fixed event.

- Add the times for those explanations to your timeline.

- Thoughtfully plan an activity to start the first day.

- Use your goals to fill in the rest of your timeline with activities.

- Use your timeline to write a detailed first day script.

- Use your script to make your first day to-do lists.

- Repeat the steps to plan the rest of the first week.

AFFIRMING

- Creating a peaceful, welcoming space.
- Giving students ownership and choice.
- Setting clear expectations so students know the boundaries and limits.
- Recognizing each student as an individual.
- Valuing student contribution.
- Providing time for fun and community building.
- Establishing a predictable routine.

GUIDING QUESTION:

How do I want my students to feel when they walk into my classroom for the very first time?

My Goals For
AFFIRMING STUDENTS

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How I Will
IMPLEMENT THEM

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TRAINING

- Planning ahead of time how I want things to run in our class.
- Teaching rules and procedures clearly.
- Offering feedback, praise, and support as students undertake procedures.
- Posting class-generated rules.
- Reinforcing procedures that support independence in the daily routine.
- Making students aware ahead of time of the consequences of their choices.
- Building stamina for time on-task.

GUIDING QUESTION:

What would I like my students to know and be able to do by the end of the first day of school?

My Goals For
TRAINING STUDENTS

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How I Will
IMPLEMENT THEM

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TEACHING

- Reviewing material from the previous grade before diving into grade-level content.
- Introducing routines we'll be using all year.
- Planning when to transition from review to new content.

GUIDING QUESTION:

On the first day, how can I help my students begin to learn the tasks and routines we will be doing all year?

My Goals For
TEACHING STUDENTS

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How I Will
IMPLEMENT THEM

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ASSESSING

- Making observational (informal) assessments of academic and social strengths and struggles.
- Monitoring how well students are able to meet expectations.
- Giving formal tests in literacy and math.
- Grouping students for small group support.
- Establishing interventions as early as possible.

GUIDING QUESTION:
What would I like to know about all my students by the end of the first day of school?

My Goals For
ASSESSING STUDENTS

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How I Will
IMPLEMENT THEM
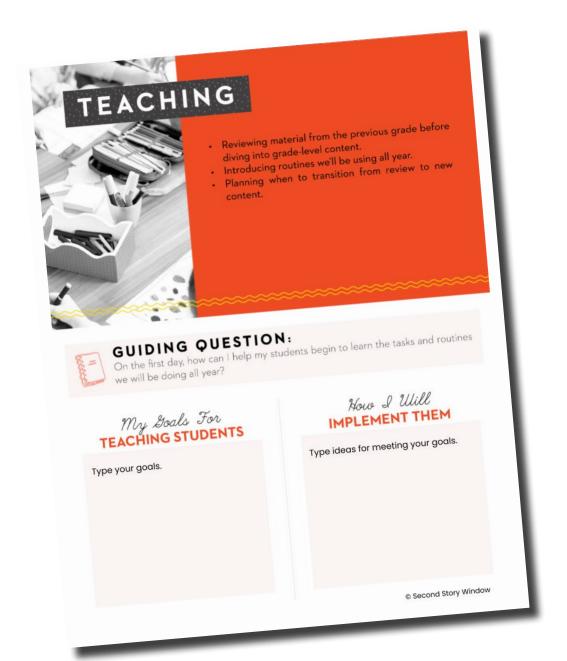
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Goals for BACK TO SCHOOL

TEACHING

- Reviewing material from the previous grade before diving into grade-level content.
- Introducing routines we'll be using all year.
- Planning when to transition from review to new content.

GUIDING QUESTION:
On the first day, how can I help my students begin to learn the tasks and routines we will be doing all year?

My Goals For **TEACHING STUDENTS**

Type your goals.

How I Will **IMPLEMENT THEM**

Type ideas for meeting your goals.

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Idea Bank

In the first few days of school, you will inevitably end up with random pockets of time to fill. Activities will run so long you won't have time to start your next planned activity. Or the opposite will happen—activities will finish in half the time you expect. Because you can't count on your regular fast-finisher routines so early in the year, an idea bank of time-filler activities can be very handy!

MOVEMENT

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BOOKS

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SONGS/MUSIC

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ART/CRAFTS

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VIDEOS

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GAMES

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🖨 **PRINT / PDF**   OR   ◬ **DIGITAL on**

GOOGLE DRIVE

TIME-FILLER
Idea Bank

In the first few days of school, you will inevitably end up with random pockets of time to fill. Activities will run so long you won't have time to start your next planned activity. Or the opposite will happen— activities will finish in half the time you expect. Because you can't count on your regular fast-finisher routines so early in the year, an idea bank of time-filler activities can come in very handy!

MOVEMENT

ACTIVITY	LENGTH
☐ x	x:00
☐ x	x:00
☐ x	x:00
☐ x	x:00
☐ x	x:00
☐ x	x:00

BOOKS

ACTIVITY	LENGTH
☐ x	x:00
☐ x	x:00
☐ x	x:00
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SONGS/MUSIC

ACTIVITY	LENGTH
☐ x	x:00
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☐ x	x:00
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ART/CRAFTS

ACTIVITY	LENGTH
☐ x	x:00
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☐ x	x:00
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VIDEOS

ACTIVITY	LENGTH
☐ x	x:00
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GAMES

ACTIVITY	LENGTH
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☐ x	x:00

⏰ START TIME:

✏️ >>BEFORE EVENT

Step 1 -	Step 9 -
Step 2 -	Step 10 -
Step 3 -	Step 11 -
Step 4 -	Step 12 -
Step 5 -	Step 13 -
Step 6 -	Step 14 -
Step 7 -	Step 15 -
Step 8 -	Step 16 -

🔒	FIXED EVENT	EVENT TIME

BACK-UP TIME FILLER IDEAS:

✏️ >>AFTER EVENT

Step 1 -	Step 8 -
Step 2 -	Step 9 -
Step 3 -	Step 10 -
Step 4 -	Step 11 -
Step 5 -	Step 12 -
Step 6 -	Step 13 -
Step 7 -	Step 14 -

⏰ END TIME:

Planning
TOOLS + TRICKS

🖨 PRINT / PDF   OR   ◢ DIGITAL on
GOOGLE DRIVE

⏰ **START TIME:** 0:00

✏️ **▸▸BEFORE EVENT**

9. STEP 9

1. STEP 1
2. STEP 2
3. STEP 3
4. STEP 4
5. STEP 5
6. STEP 6
7. STEP 7
8. STEP 8

🔒	**FIXED EVENT**	**EVENT TIME**
	EVENT	0:00

🔴 **TIME FILLER ACTIVITY: X**

✏️ **▸▸AFTER EVENT**

9. STEP 9

1. STEP 1
2. STEP 2
3. STEP 3
4. STEP 4
5. STEP 5
6. STEP 6
7. STEP 7
8. STEP 8

⏰ **END TIME:** 0:00

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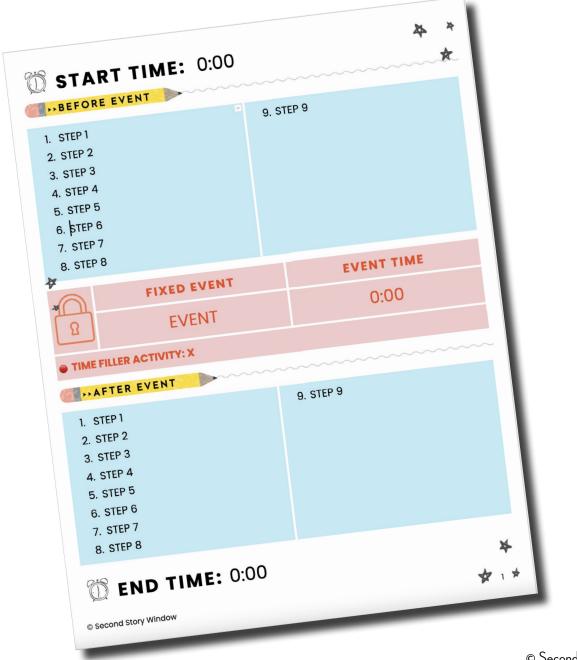
Planning
TIPS + TRICKS

In order to make a detailed script for the first day of school, you need a timeline. Start by writing down all of the fixed events in the day. Then add your flexible events. Use your ATTA BOY goals to help identify the activities that would most benefit your students.

FIXED

A fixed event is any event that has to happen at a set time. Think events like recess, lunch, dismissal, a first day assembly, class rotations, specialties, etc.

FLEXIBLE

A flexible event is any event that you control when it happens. These might be regular parts of your routine or one-time activities.

Click here to make a digital schedule...

Daily Schedule
CUT + PASTE

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Daily Schedule
CUT + PASTE

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FIXED EVENTS

FLEXIBLE EVENTS

Scripting
TOOLS + TRICKS

Type your timeline into the Google doc or PDF. Then add all the details you need to remember to make each activity successful. Write down everything you want to remember so that you know exactly what needs to happen at each point in the day.

first day of school
TEACHER SCRIPT

8:30 - 8:50 → ARRIVAL + WELCOME

Greet students as they arrive. Direct them to the lunch count and coat hooks. Point out seats and ask them to explore with the pattern blocks while other students arrive.

MATERIALS:
Pattern Blocks
Pattern Block Mats

8:50 - 9:05 → ANNOUNCEMENTS + ATTENDANCE

Remind students to listen to announcements without playing with the blocks. Explain that one of the Teacher's Assistant's jobs is to lead the pledge. Help the student lead the pledge. Tell students they have 5 more minutes to play with blocks.

** Send attendance & lunch count!

MATERIALS:
Pattern Blocks
Pattern Block Mats

9:05 - 9:25 → PROCEDURES

Ask students to bring handfuls of blocks to the tub at the back table.

> Bathroom Procedure
TELL: Getting the pass, finding the nearest bathroom, when it's a good time to go vs. when you should wait, handling emergencies.
TRY: Ask for volunteers to model getting and returning the pass.
TALLY: Ask seated students to evaluate how well procedures were followed (thumbs up/thumbs down).

> Quiet Signal
TELL: Introduce 1,2,3 Eyes on Me. Explain what students should do.
TRY: Have the whole class practice. Tell students they can make noise, talk to a neighbor, etc. Let the noise build for a few seconds before giving a signal. TALLY: Point out any problem areas. Practice till they get it right. Ask students to evaluate how well they followed directions (thumbs up/down).

MATERIALS:
Pattern Blocks
Pattern Block Mats

EXAMPLE SCRIPT

🖨 **PRINT / PDF**

OR

DIGITAL on

GOOGLE DRIVE

DIGITAL LINKS FOR
GOOGLE DRIVE

first day of school
TEACHER SCRIPT

00:00 - 00:00 → TEACHING EVENT

script

MATERIALS:
item
item

00:00 - 00:00 → TEACHING EVENT

script

MATERIALS:
item
item

00:00 - 00:00 → TEACHING EVENT

script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

script

MATERIALS:
item
item

second day of school
TEACHER SCRIPT

00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
item
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00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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third day of school
TEACHER SCRIPT

00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

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MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

fourth day of school
TEACHER SCRIPT

00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

fifth day of school
TEACHER SCRIPT

00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

Script

MATERIALS:
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00:00 - 00:00 → TEACHING EVENT

first day of school
TEACHER SCRIPT

TIME	ACTIVITY

first day of school
TEACHER SCRIPT

second day of school
TEACHER SCRIPT

TIME	ACTIVITY

second day of school
TEACHER SCRIPT

third day of school
TEACHER SCRIPT

TIME	ACTIVITY

fourth day of school
TEACHER SCRIPT

TIME	ACTIVITY

fourth day of school
TEACHER SCRIPT

fifth day of school TEACHER SCRIPT

TIME	ACTIVITY

First Week

SCHEDULE AT A GLANCE

⏰	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

First Week

HOUR-BY-HOUR OUTLINE

TIME	DAY 1	NOTES
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First Week

HOUR-BY-HOUR OUTLINE

TIME	DAY 2	NOTES
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First Week

HOUR-BY-HOUR OUTLINE

TIME	DAY 3	NOTES
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First Week

HOUR-BY-HOUR OUTLINE

TIME	DAY 4	NOTES
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First Week

HOUR-BY-HOUR OUTLINE

TIME	DAY 5	NOTES
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♥ **SELF-CARE**

for the first week

♥ LUNCH PLANS ♥

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

♥ OUTFITS ♥

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

HOW TO TAKE CARE OF MYSELF
during the first week

the night before school
CHECKLIST

you may also like these
RESOURCES

PATTERN BLOCKS
for the FIRST DAY OF SCHOOL
20+ PRINTABLE MATS

PROCEDURES & ROUTINES
PLANNING GUIDE & CHECKLISTS
PRINTABLE + DIGITAL

PROCEDURES & ROUTINES
EDITABLE TEACHING SLIDES
TEACH ANY PROCEDURE

GUIDED DISCOVERY
Introducing School Tools
print + digital

BACK TO SCHOOL
BRAIN BREAKS
PRINTABLE

2 Steps Forward
Back to School in 2nd Grade!
A Celebration of All Things 2 for the
2nd Day of 2nd Grade
Second Story Window

Hallway Procedures
FREE PLANNING GUIDE