

1st Day Checklist

2025-2026

To: Homeroom Teachers

From: Jessica Broussard

- ☐ Handout ID's.
- ☐ Collect supplies from students who have not already turned in from Meet and Greet.
- ☐ Complete the [transportation form](#) by 9:00 A.M.
- ☐ Send home yellow folder with the following:
 - ☐ **Student Demographics Sheets (Green)**
 - ☐ **Turn in demographic sheets DAILY to Angie in the office.** Teachers will be asked to turn in a list of sheets not returned by Friday, August 16th.
 - ☐ **Please make sure the back of the card is filled in and signed. This is very important.**
 - ☐ **Acknowledgment Book**
 - ☐ Students are to return the Book of Acknowledgment. Please double check for parent signatures on all pages before turning into the office. Keep pages stapled together.

It is vital that you cover the following with your homeroom:

- ☐ Review classroom rules and discipline plan
- ☐ Teach PBIS Lesson Plans discussing the expectations, examples, and non-examples, watch the example videos, and practice these by completing the PBIS rotations according to your schedule (See Faculty Site)
- ☐ Discuss PBIS rewards for the year (See Faculty Site) **This must be in your lesson plans.**
- ☐ Review bus rules and procedures using the VPSB Powerpoint (Found on Faculty Site under PBIS Lesson Plans) **This must be in your lesson plans.**
- ☐ Review the Bullying PowerPoint (Found on Faculty Site under PBIS Lesson Plans)
 - ☐ Students must sign the Statement of Compliance and it must be turned into the office. **This must be in your lesson plans.**
- ☐ 3rd-5th Grades Review the Internet Usage Agreement PowerPoint (Found on Faculty Site under PBIS Lesson Plans) **This must be in your lesson plans.**
 - ☐ Students must sign the Statement of Compliance and it must be turned into the office.
- ☐ Discuss Student/Parent Handbook
- ☐ Attendance—emphasize they must bring excuses the day they return from an absence (Students have 5 days to return an excuse)