**Sample Kickoff Day Checklist:**

* Pre-service Presentation of Kickoff Day Plans and expectations of staff
* All-School Kickoff Assembly Planned
* Maps & Rotation Schedule created
* Lesson Plans/Teacher Handbook (one per teacher to be kept in classroom)
* School-wide matrices copied for staff for their reference
* Student Handouts/Reinforcement Activities copied per class
* Passports copied and ready for students
* Stamps/markers ready for each station
* Treats planned for students for completed passports
* Student Acknowledgement Tickets (printed and ready to hand out! ☺)
* Acknowledgement Ticket procedures figured out and explained throughout the day (i.e. what they will do with the tickets, when the drawings will take place, prizes, assemblies, etc.)
* Posters of Behavioral Expectations (The Big 3-5..i.e. Be Safe, Be Respectful, Be Responsible) posted in classrooms and around school
* Poster of specific setting expectations posted in appropriate area (i.e. bathroom expectations posted in bathroom…)
* School-wide matrices posted in classrooms
* Parents and community invited and informed/included
* Someone documenting the day—photographer, videographer, etc.
* District officials, media, local politicians, etc. invited