

Secondary Edition

Compliments of
Northwest MAP Regional Center

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 “If you don’t step forward, you’re always in the same place.” — <i>Nora Roberts</i>	2 Remember this discipline rule: Don’t make threats—take calm actions.	3 Find out what students know. Have them complete a quick survey on an issue related to your lesson.	4 Have a colleague proofread anything you plan to send home to parents.	5 Have students spend the last five minutes of class summarizing, sharing and reflecting.	6 Always write assignments in the same place on the board.	7 You can create customized notes to parents in English or Spanish at http://casanotes.4teachers.org .
8 Students tune out long explanations. A single word or gesture can be more effective.	9 Encourage your struggling students. Notice when they give extra effort.	10 A “cheat sheet” can hide under the brim of a ball cap. Make a no-hats-during-tests rule.	11 Don’t give homework as punishment.	12 Have students design motivational posters before a big test. Display them in your room.	13 After a parent phone call, immediately write notes on what was discussed.	14 Create a homework checklist—name, date, assignment—to be sure work is complete.
15 Celebrate Education Week. Invite guests from the community to visit your classroom.	16 Occasionally, do something unexpected. Wear a costume. Act out a chemical reaction.	17 Teach how to read in your subject area. Reading a science text isn’t like reading a novel.	18 Stay in motion. When you circulate, you keep students focused—and prevent cheating.	19 Teaching is like an airplane trip. The biggest problems occur on takeoff and landing!	20 Explore student interests. You might find some of them interesting as well.	21 Consider creating a parent newsletter with articles written by students (and edited by you).
22 Set aside time to read an article from a professional magazine or website.	23 Learn about this day in history at www.history.com/this-day-in-history.do .	24 Students can use cell phones to send text messages with test answers. Watch carefully during exams.	25 Take a few minutes to straighten your desk. Come Monday, you’ll be glad you did.	26 Write thank-you notes to parents, colleagues and others who help you.	27 Give fair grades for group work. Ask students to keep logs to reflect what they did.	28 Show up at school events like games and plays. It’s a great way to meet parents informally.
29 Check out www.freecycle.org for free classroom supplies—before spending your own money.	30 Students will misbehave at times. Keep your cool. Don’t have a confrontation in front of the class.	<h1>November 2009</h1>				