

Elementary Edition

Compliments of
Northwest MAP Regional Center

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2009				1 Teach students the procedure for handing in homework and home-school folders. Then expect them to follow it.	2 Keep a student behavior log. See what seems to trigger misbehavior in certain students.	3 Be sure parents understand the importance of regular attendance.
4 “Kind words do not cost much. Yet they accomplish much.” — <i>Blaise Pascal</i>	5 Have students paraphrase instructions so you are sure they understand them.	6 Ask a student who misbehaves, “Can you think of another way you could have handled that?”	7 Work with the art and music teachers. They can create activities to reinforce your lessons.	8 Have students create Math About Me sheets—birthdays, number of pets, etc.	9 Prepare one or two parent tip sheets to give to parents as they leave a conference.	10 Research shows a link between exercise and learning. Build in time for your own exercise.
11 Assign simple, logical names to computer files so you can find things quickly.	12 Laminate a class list. Check off names as you call on students so everyone gets a turn.	13 Always ask yourself, “What should students know or be able to do as a result of this lesson or unit?”	14 Have students make flash cards to review math facts.	15 Let students watch their own progress. Use charts, bar graphs and other visuals.	16 Prepare work for students to do right away as they sit down. It should be something they can do by themselves.	17 Create sets of mailing labels with your students’ addresses. This will make it easy to mail notes to parents.
18 Create a morning “launch pad” for your keys, your school bag and other supplies.	19 When the whole class turns in homework, place a marble in a jar. When the jar is full, vote on a reward.	20 Feedback is critical for students to change their behavior. Tell students how they can improve.	21 Stop by the room of a new teacher. Ask if there’s anything you can do to help.	22 Take the time to reteach if you see that students are not getting it.	23 Send home homework tips for parents. They should support, but not <i>do</i> their child’s work.	24 Research shows a link between school success and parent involvement.
25 Cut out a photo from the newspaper. Bring it in for a short writing assignment tomorrow.	26 Each day, find a minute or two to practice mental math with students.	27 Give students two homework “passes” for emergencies. After that, no excuses.	28 Keep a variety of dictionaries on hand—bilingual, picture, links to an electronic dictionary.	29 Hand out a rubric with an assignment so students and their parents know what’s expected.	30 Use a digital camera to take pictures of students at work. Email them home to parents.	31 Record yourself as you read a book aloud. Create an audio library for your students.