

## Elementary Edition

Compliments of  
Northwest MAP Regional Center

| Sunday   | Monday  | Tuesday  | Wednesday   | Thursday  | Friday  | Saturday  |
|--|---|--|---|---|---|---|
|  |   | <b>1</b> Take time this week to give students a tour of the classroom and the building.                        | <b>2</b> Make sure everything is labeled—desks, hooks, cubbies, books.                | <b>3</b> Instill the habit of success with first-week activities you know students can do successfully.       | <b>4</b> Introduce yourself to your students' parents as early as possible—by phone, email or in person.        | <b>5</b> Absences happen. Start creating a "sub" folder for the unexpected day you are out sick. Include more than enough activities. |
| <b>6</b> "A rule set at the beginning of the year should still be in effect in June."<br>— <i>Sabrina Richardson</i> | <b>7</b> Invite former students to visit your class as "guest speakers." Have them talk about what to expect in your class. | <b>8</b> Create a "Welcome to Our Class" bulletin board. Post a picture of each student.                       | <b>9</b> Spend time teaching classroom rules and routines. You'll save time all year. | <b>10</b> Set up an individual file for each student. Remember to keep all communication to and from parents. | <b>11</b> Ask parents to share specific information about their children—likes, dislikes, interests.            | <b>12</b> Teaching is a marathon, not a sprint. Plan to give yourself a day off each week.  |
| <b>13</b> Create a master to-do list with space for phone calls, meetings and tasks for each day.                    | <b>14</b> Set aside some time each day for reading aloud. It is an easy way to promote reading.                             | <b>15</b> Teach students when and where they should use six-inch voices, six-foot voices, and six-yard voices. | <b>16</b> Set up a class employment agency. Have students apply for class jobs.       | <b>17</b> Decide now which choices you will allow students to make. You can expand the list later.            | <b>18</b> Be sure parents have several ways to contact you—and keep their contact information handy, as well.   | <b>19</b> Create a goal of making one positive parent contact each day.   |
| <b>20</b> Spend a little time enjoying a book that is not related to what you are teaching.                          | <b>21</b> Ask students to write what they think they can contribute to your class. Consider posting these ideas.            | <b>22</b> End each read-aloud session at a suspenseful point.  | <b>23</b> Create an art project to go along with a book you are reading aloud.        | <b>24</b> Show students how to do class jobs correctly. Be sure they know what "good enough" means.           | <b>25</b> Get in the habit of leaving all of Monday's materials on your desk before you leave school on Friday. | <b>26</b> Create a list of "filler" activities—quick learning activities that take five to 10 minutes.                                |
| <b>27</b> Look for a new website that might be useful in an upcoming unit.   | <b>28</b> Have students choose a class symbol or a class motto. It is a good way to create class spirit.                    | <b>29</b> Save a few copies of your welcome packet for students who join you mid-year.                         | <b>30</b> Move closer and make eye contact when you see a student misbehaving.        | <h1>September 2009</h1>   |   |   |