

## Secondary Edition

Compliments of  
Northwest MAP Regional Center

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Greet each student at the door every day with a handshake and a warm hello.	<b>2</b> Develop procedures for every possible circumstance. Teach and practice them with your students.	<b>3</b> Think carefully about rules. Don't make rules you won't enforce <i>every</i> time.	<b>4</b> Be sure parents know the best time and best way to communicate with you—phone and email.	<b>5</b> Create a file with names, addresses, phone numbers and email addresses for each student.
<b>6</b> “America’s future walks through the doors of our schools every day.” — <i>Mary Jean LeTendre</i>	<b>7</b> Always have an assignment posted so students can get to work right away.	<b>8</b> Help students think about how they learn best.	<b>9</b> Teach students that when you are talking, they should be listening.	<b>10</b> Establish a place (not the top of your desk) for students to turn in their work.	<b>11</b> Let parents know your policies on homework and on make-up assignments.	<b>12</b> Not all students learn the same way—but all students <i>can</i> learn.
<b>13</b> Create a morning “launch pad” for your keys, your school bag and other supplies.	<b>14</b> Put a whiteboard outside your door. List everything students need for class that day.	<b>15</b> If one student asks a question, several others are probably wondering the same thing.	<b>16</b> Follow your own rules. If you never arrive on time, your students won't either.	<b>17</b> Learn the names of support staff in your school and greet them by name.	<b>18</b> Parents want to know what you'll be teaching and whether you'll treat their students fairly.	<b>19</b> Make your motto: I will not do for students anything they can do for themselves.
<b>20</b> It's important to give yourself one day off each week. Don't do school-related work today.	<b>21</b> Engage students from the first second of class. If you don't, you may never get control.	<b>22</b> Don't allow any student in your class to be invisible. Call on every student regularly.	<b>23</b> Keep extra supplies on hand, but have a redemption policy. Lend a pen, but take a driver's license.	<b>24</b> Develop a non-verbal way of indicating, “I mean business.”	<b>25</b> Notify parents the first time a student is tardy to your class.	<b>26</b> Tell parents <i>where</i> and <i>how</i> they can find out about their student's grades and homework.
<b>27</b> Remember: Students will perform to your expectations—if you tell them what you expect.	<b>28</b> Save a few copies of your welcome packet for students who join you mid-year.	<b>29</b> Post, or use an overhead transparency, for often-repeated instructions (class rules, how to turn in late work).	<b>30</b> Ask students, “If you could teach this class, how would you make it more interesting?”	<b>September 2009</b>		