On Your Mark, Get Set....

Things to do before school starts...
- Find your classroom.
- Put away supplies.
- Arrange your classroom. Think about traffic flow and line of sight.
- Gather textbooks and materials.
- Develop classroom procedures... signing in, turning in work, classroom cleanup, rest room breaks, etc.
- Outline a behavior management plan. Think about possible rewards and incentives.
- Put important dates on your calendar.
- Read all handbooks.
- Tour the building.
- Meet with your mentor.
- Set up gradebook or grade-keeping software.
- Check classroom computers, boards, and other technology.

Find out about these.....
- Master schedule for school
- Sign-in procedures
- Extra duties
- Teacher handbook
- Student handbook
- Curriculum guides/maps
- What to do if you’re absent
- Substitute procedures
- School calendar
- School goals
- Behavior policies
- Evaluation forms
- Insurance information
- Direct deposit information
- Money receipt procedures
- School and district website
- Email and phone procedures

Do you have these.....?
- Gradebook or plan book, or software for this
- Pens
- Pencils (lots of them!)
- Stapler
- Tape dispenser
- Paper clips
- Masking tape
- Board markers
- Copy paper
- Construction paper
- Tissues
- Hall passes
- Receipt book
- Teacher editions
- A “can do” attitude

Important people to meet.....
- Principal
- Mentor
- Assistant principal(s)
- Secretary/receptionist/data manager
- Media specialist/teacher librarian
- Custodians
- Cafeteria staff
- School nurse/social worker
- Special area teachers
- School counselors
- Teacher assistant (if you have one)
- Your fellow grade-level teachers

....Go!!
“Best Bet”
Discipline Strategies

Learn all names the first week!
Identify the 20% who cause 80% of the problems.
Keep your eyes moving all the time.
Rarely sit down.
Move around and throughout the room.
Make eye contact.....Give “the look” when necessary.
Start out with small signals before using a “big blast.”
Extinct some attention-seeking behaviors.
Get to know your students as individuals.
Learn what “bait” to use to “hook” the troublemakers.
Have a private chat with problem students.
Refuse to be “baited” by students into debates.
Ask the mother or father to attend class.
Develop a “Tardy Board.”
Develop a “Pass Board.”
Start out firm and stay that way.
Greet your students by name at the door.
Never pass up an opportunity to be friendly.
Never try to talk OVER students.....insist on their attention!
Ask a “disrupter” to assume a positive role.
Invite an administrator to sit in your class.
Do team-building activities with students.
Try not to belittle or embarrass students.
Assess your students’ reading and writing.
Teach to a variety of learning styles.
Reflect on what works and why.
Never shout at anyone.
Don’t take misbehavior personally.
Ask for help from a veteran or an administrator.
Over-plan your lessons so there is no “lag” time.
Be well-prepared each morning for your lessons.
Keep students informed of their academic progress!