



THE DAY

ONCE YOUR MONTHLY AND WEEKLY PLANNING IS IN PLACE, MUCH OF YOUR DAILY MANAGEMENT CENTRES AROUND CLASS ROUTINES

SITUATION	DOs	AVOID
DAILY SCHEDULE	POST A SCHEDULE OF THE DAY'S EVENT FIRST THING IN THE MORNING AND BASE YOUR MORNING GREETING AROUND THIS LIST THIS WILL ALLOW YOU TO DISCUSS ANY ADJUSTMENTS TO THEIR TIMETABLE AND ALLOWS THEM TO FEEL INFORMED	WHENEVER POSSIBLE, AVOID MAKING SUDDEN OR UNANNOUNCED CHANGES TO STUDENTS' SCHEDULES OR ROUTINES CHILDREN LOVE STRUCTURE!!
STUDENT FORGETTING PENS, PENCILS	HAVE A "STASH" READY ... STUDENT NEEDS TO PROMISE CHORE TIME TO GET PENCIL	STUDENT SITTING WITHOUT PEN OR PENCIL
STUDENT IS DISRUPTIVE DURING INSTRUCTION	BRIEFLY INDICATE THAT YOU AND THE STUDENT WILL DISCUSS BEHAVIOUR LATER IN CLASS COULD ALSO USE "CHALKBOARD CHECK" OR "TRAFFIC TICKET" PROCEDURE [SEE WONG BOOK]	STOPPING INSTRUCTION TO DEAL WITH STUDENT [THIS IS OFTEN PART OF THEIR AGENDA] OF COURSE, SAFETY IS AN ISSUE AS WELL

	<u>DOCUMENT</u> BEHAVIOUR AS ACCURATELY AS POSSIBLE	
USE OF THE AGENDA	BE CLEAR AND CONSISTENT ABOUT CHECKING AGENDAS ... SETTING UP ROUTINE TAKES TIME, BUT WILL SAVE TIME IN LONG RUN	SPENDING SIGNIFICANT CLASS TIME DEALING WITH AGENDAS [EASIER SAID THAN DONE]
FILING DOCUMENTATION FROM HOME	TAKE A MOMENT EACH WEEK TO ENSURE THAT ALL STUDENT DOCUMENTATION [NOTES FROM PARENTS, OTHER TEACHERS, ETC] ARE FILED APPROPRIATELY DEVELOPING THIS HABIT WILL ASSIST YOU GREATLY WITH ACCOUNTABILITY	PILING EVERYTHING INTO A DESK OR DRAWER INVARIABLY, YOU WILL FIND THAT THE ONE NOTE OR LETTER YOU REQUIRE CANNOT BE LOCATED
COMMUNICATION WITH HOME	DOCUMENT ALL PHONE CALLS, NOTES, ETC SENDING HOME A NOTE ABOUT BEHAVIOUR? -- PHOTOCOPY IT FOR YOUR FILES FIRST!	RELYING ON MEMORY
MONITORING STUDENTS THROUGHOUT THE DAY	ALWAYS ENSURE THAT YOUR STUDENTS ARE WITH YOUR OR BEING SUPERVISED BY ANOTHER ADULT HAVE CLEAR EXPECTATIONS REGARDING TIME IN WASHROOMS, CHANGE ROOMS, ETC TRACK WHO'S OUT OF YOUR ROOM AND WHY	NOT KNOWING WHERE YOUR STUDENTS ARE NEVER LEAVE YOUR STUDENTS ALONE TELL YOUR STUDENTS THAT THEY CANNOT BE IN A CLASSROOM WITHOUT ADULT SUPERVISION CLOSE AND LOCK YOUR DOOR WHEN YOU LEAVE

STUDENT CHEWS GUM OR EAT FOOD WHEN NOT PERMITTED	GUM IS DISPOSED OF	STUDENT SENT TO OFFICE [FOR FIRST OFFENSE]
STUDENTS ENTER NOISILY [OR WALK DOWN TO GYM OR LIBRARY NOISILY]	HAVE STUDENTS LINE UP AGAIN	IGNORING BEHAVIOUR ... OR OVERREACTING
STUDENTS CONSISTENTLY ARRIVES LATE	CALL HOME TO AD VISE THAT STUDENT IS MISSING INSTRUCTION	KEEPING STUDENT IN FOR RECESS
SUBMITTED WORK DOES NOT APPROACH REQUIRED NEATNESS	CONSULT WITH SPST AND PREVIOUS TEACHERS RE. PREVIOUS EXPERIENCE; ALLOW FOR 1-DAY EXTENSION OR REVISE FORMAT FOR THIS STUDENT	REFUSING TO ACCEPT PAPER AT ALL
STUDENT RARELY ANSWERS QUESTIONS [OR SAME STUDENT ALWAYS ANSWERS]	POSE QUESTION ... ALLOW "THINK TIME", THEN CHOOSE STUDENT OR ... PREP STUDENT AHEAD OF TIME THAT YOU'LL ASK A SPECIFIC QUESTION AND HELP THEM REHEARSE A RESPONSE	"ZAPPING" A STUDENT
STUDENT IS CONSISTENTLY ABSENT ON TEST DAYS	ADVISE PARENT BY PHONE THAT TEST IS UPCOMING DISCUSS WITH SPST RE POSSIBLE TEST ANXIETY	GIVING UNIT TESTS ON FRIDAYS, ESPECIALLY BEFORE LONG WEEKEND -- STUDENTS ARE OFTEN ABSENT ON THESE DAYS
STUDENT FREQUENTLY DOES NOT HAVE HOMEWORK DONE BECAUSE OF SPORTS OR OTHER COMMITMENTS	ALLOW FOR 1-2 LUNCH HOURS PER WEEK [SWITCH SUPERVISION] FOR "DO AHEAD" HOMEWORK COULD REDUCE HOMEWORK LOAD ON WEEKENDS BE CONSISTENT YET FLEXIBLE REGARDING ALL EXTRA-CURRICULAR ACTIVITIES	BEING INFLEXIBLE
STUDENT LOSES FOCUS DURING CLASS	HAVE FOCUSING CUE - TOUCHING	SARCASM OR CHASTISEMENT

	FRONT OF DESK, FOR EXAMPLE HAVE LESSON PLAN SEQUENCE ON BOARD HELPS STUDENT FOCUS	
STUDENT IS "LOST"	CHECK FOR UNDERSTANDING WITH WHOLE CLASS (signal cards, thumbs up, guided questioning) BUILD IN "CHECK" TIME WHEN TACKLING NEW MATERIAL	SKIPPING "FEEDBACK" TIME
FRENCH OR MUSIC TEACHER IS ABSENT AND THERE'S NOT SUPPLY [R EXPECTED ASSEMBLY IS CANCELLED]	HAVE 1-2 CLASS SETS OF AN ACTIVITY READY TO GO [reading selection, math puzzles] OR PLANNED GAMES OR ART	
PARENT APPEARS AT YOUR DOOR AND WANTS TO DISCUSS STUDENT	REPLY THAT YOU'D BE PLEASED TO DISCUSS _____ BUT REALLY NEED TO WORK WITH CLASS AT THIS TIME; ARRANGE A PHONE CALL TIME	FAILING TO CALL PARENT BACK PROTRACTED HUDDLES IN THE HALL
STUDENTS IN OTHER PART OF THE ROOM MISBEHAVE WHILE YOU'RE WORKING WITH SMALL GROUP	REMEMBER "LINE OF SIGHT" ... WORK WITH GROUPS, BUT POSITION YOURSELF SO THAT YOU CAN EASILY LOOK UP AND SCAN THE CLASS	
COLLECTING MONEY, NOTES, ASSIGNMENTS	VARIOUS STRATEGIES: <ul style="list-style-type: none"> ▪ BASKETS ▪ LARGE LAMINATED ENVELOPE WITH CLASS LIST STAPLED TO IT ▪ DROP IN BOX ▪ HAVE "INITIAL" LIST FOR BIG ASSIGNMENTS ▪ FOR LARGE AMOUNTS OF \$\$ -- FOR YEAR-END TRIPS, FOR EXAMPLE, ASK FOR CHEQUES 	LEAVING STUFF ON YOUR DESK! USING INSTRUCTION TIME

ALWAYS [OR AS MUCH AS POSSIBLE]

- *REMEMBER TO FOCUS ON THE BEHAVIOUR, NOT THE STUDENT'S PERSONALITY*
- *FOCUS ON HOW BEHAVIOUR AFFECTS THE CLASS AND STUDENT'S OWN LEARNING, NOT HOW IT AFFECTS YOU [HARD TO DO SOMETIMES]*
- *LISTEN BEFORE ASSIGNING A MAJOR CONSEQUENCE*
- *BE CONSISTENT*
- *REMEMBER THAT CONSEQUENCES CAN BE POSITIVE AS WELL!!*

TRY TO TALK TO EACH STUDENT AT LEAST ONCE A DAY!



ONCE YOUR MONTHLY PLANNING IS IN PLACE, LAYING OUT YOUR WEEKLY PLANS ALLOW YOU TO RESERVE TV/VCR, ADVISE LIBRARIAN OF UPCOMING PROJECTS, CHECK WITH SPST ABOUT TESTS, BE PREPARED WHEN PARENTS WANT WORK PROVIDED FOR STUDENTS WHO ARE AWAY FROM CLASS, PLAN FOR A SUPPLY TEACHER ...

DOs	AVOID
<p>MAKE UP YOUR OWN WEEKLY PLANNING TEMPLATE -- SHOULD FIT ON A SINGLE 11 X 17 SHEET</p> <p>COPYING TEMPLATE ONTO COLOURED PAPER MAKES IT EASY TO FIND IN YOUR BINDER</p> <p>INCLUDE:</p> <ul style="list-style-type: none"> ✓ Your name ✓ Monday-Friday dates ✓ Columns or boxes for each day ✓ Reminders about accommodations or modifications required ✓ Section for required phone calls, equipment needs, test support, extra-curricular commitments, etc ✓ Section to record what ideas worked well, what didn't and what you'd change ✓ 	<p>SPENDING TOO LONG ON WEEKLY OVER-VIEW ... SHOULD TAKE ABOUT 1 HOUR AT MOST</p> <p>LOCKING YOURSELF INTO A PARTICULAR TASK ON A PARTICULAR DAY ... PLAN NEEDS TO BE FLEXIBLE - YOU MIGHT NEED TO COVER THAT MATH CONCEPT ONE MORE DAY!</p> <p>PUTTING ANY PERSONAL COMMITMENTS ON THIS PLANNER ... MIGHT BE VIEWED BY A SUPPLY TEACHER OR OTHER PERSONNEL</p>

AT END OF MONTH, USE WEEKLY TEMPLATES TO FORMULATE YOUR NEWSLETTERS

AT END OF TERM, FILE AWAY THESE WEEKLY TEMPLATES FOR NEXT YEAR

WEEKLY PLANNING WILL ALSO ALLOW YOU TO ADVISE STUDENTS IN ADVANCE OF UPCOMING TESTS [see note about unit tests in Monthly section]

IF POSSIBLE, TAKE 15-20 MINUTES ONCE A WEEK TO RECORD ANECDOTAL COMMENTS ABOUT STUDENTS IN YOUR CLASS

- Use of tools
- Problem-solving tactics
- Cooperation
- On task
- Concerns about socializing or eating?

THESE COMMENTS COULD BE PART OF YOUR MARKING SHEETS SECTION ... ON INDEX CARDS ... IN A SEPARATE BOOK. USING A DOLLAR-STAR ADDRESS BOOK WORK VERY WELL ... PAGE FOR EACH LETTER OF THE ALPHABET

USE YOUR WEEKLY TEMPLATE TO JOT DOWN NOTES ABOUT WHAT YOU'D LIKE TO INCLUDE ON AN UPCOMING TEST

THROWING OUR YOUR DAYBOOK PAGES - THEY CAN BE A VALUABLE RESOURCE FOR NEXT YEAR'S PLANNING, YOUR OWN PORTFOLIO, COMMUNICATING TO PARENTS EXACTLY WHAT WAS COVERED AND WHEN

WAITING UNTIL REPORT CARD TIME TO RECALL THEIR DEMONSTRATION OF LEARNING SKILLS

ABOUT UNIT TESTS: WHEN "MARKING", KEEP YOUR FEEDBACK COMMENTS CONCISE. RATHER THAN WRITE OUT ON EACH TEST WHAT STUDENT SHOULD HAVE INCLUDED,

KEEP A WEEKLY JOURNAL [SEE WHY DIDN'T I LEARN THIS IN COLLEGE?, P. 19]

BUILD SOME FLEXIBILITY INTO YOUR WEEKLY PLANNING: AS YOU HAVE PROBABLY DISCOVERED, THINGS MOVE VERY QUICKLY AT THE ELEMENTARY LEVELS AND SCHEDULES CHANGE. WHEN POSSIBLE, STRUCTURE YOUR WEEKLY PLANS TO ALLOW FOR AN INTERRUPTION OR TWO [OR EVEN TO HAVE SOME FUN!]

WEEKLY RESPONSIBILITIES: WHEREVER APPROPRIATE, ASSIGN STUDENTS TO CLASSROOM TASKS IN ORDER TO EASE THE PRESSURE ON ALLOW AND TO ALLOW THE CLASSROOM ENVIRONMENT TO FUNCTION AS SMOOTHLY AS POSSIBLE

REMEMBER 10% RULE: YOU'RE SUPPOSED TO SAVE 10% OF EACH PAYCHEQUE (!). BUT ... YOU ALSO NEED TO TAKE 10% OF EACH WEEK FOR YOURSELF. CAN BE 2.4 HOURS EACH DAY OR 16.8 HOURS ALL ON ONE DAY.

POST AN "EXEMPLAR" ANSWER SHEET FOR STUDENTS TO LOOK AT. ANOTHER TACTIC: FILL OUT EXEMPLAR RESPONSES IN POINT FORM ON BLANK TEST, THEN PHOTOCOPY ONTO OVERHEAD AND REVIEW IN CLASS -- GREAT FEEDBACK!

CONDENSING YOUR SCHEDULE SO TIGHTLY TO GET THAT "PIECE OF ASSESSMENT" OR "THAT ACTIVITY" COMPLETED. YOUR STUDENTS WILL FEEL THE PRESSURE AND MAY RESPONSE IN A NEGATIVE FASHION. ALSO, MORE OFTEN THAN NOTE, SOMETHING WILL COME UP THAT WILL CAUSE YOU TO ADJUST YOUR PLANS!!

AVOID TRYING TO DO EVERYTHING YOURSELF. YOUR FOCUS IS THE STUDENTS. BOARD WASHING, FILING, TIDYING, ARE TIME-CONSUMING. STUDENTS WIL LEARN VALUABLE LESSONS BY UNDERTAKING RESPONSILITY FOR THEIR OWN ENVIRONMENT.

WORKING 10 HOURS EVERY SINGLE DAY! [OKAY, NOT ALWAYS POSSIBLE!]

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THE MONTH ...

ONCE YOUR **LONG-TERM** PLANS ARE IN PLACE, PLANNING A MONTH AHEAD ALLOWS YOU TO ORDER EXTRA RESOURCES, ADVISE PARENTS OF UPCOMING ASSIGNMENTS OR TESTS, ENSURE THAT STUDENTS HAVE VARIED OPPORTUNITIES TO DEMONSTRATE LEARNING.

DOs	AVOID
<p>MONTHLY PLANNING SHOULD BE BRIEF</p> <ul style="list-style-type: none"> SUBJECTS PLANNED ASSESSMENT OPPORTUNITIES SPECIAL SPEAKERS, PRESENTATIONS TESTS RESOURCES DEADLINES <p>USE YOUR MONTHLY PLAN TO INCLUDE "UPCOMING IMPORTANT DATES" IN MONTHLY NEWSLETTER</p> <p>WHEN HANDING OUT A PROJECT SHEET, ALWAYS INCLUDE A LINE WHICH SAYS "DATE ASSIGNED DATE DUE"</p> <p>PLAN FOR POSITIVE COMMUNICATION WITH PARENTS [SEE ATTACHED "COMMUNICATION CYCLE"</p> <p>AT MID-MONTH, CHECK YOUR TRACKING SHEETS</p> <ul style="list-style-type: none"> ▪ DO YOU HAVE SUFFICIENT EVIDENCE IN A PARTICULAR STRAND? ▪ ARE YOU MISSING ASSIGNMENTS FROM STUDENTS? <p>AT END OF EACH MONTH, DOUBLE-CHECK AS TO WHETHER ANY STUDENTS ARE A CONCERN AND PARENTS NEED TO BE CONSULTED</p>	<p>TOO MUCH DETAIL ... YOUR PLAN WILL CHANGE OVER THE COURSE OF THE MONTH</p> <p>DON'T LOCK YOURSELF INTO A SPECIFIC DATE FOR A UNIT TEST ... YOU MIGHT FIND THAT YOU NEED A LITTLE MORE TIME TO COVER TOPICS. YOU COULD MENTION "NEW FRANCE UNIT TEST" COMING UP IN SECOND HALF OF THE MONTH.</p> <p>HAVING A MAJOR TEST OR ASSIGNMENT DUE THE DAY BEFORE A HOLIDAY OR RIGHT AFTER A HOLIDAY</p> <p>WAITING TO THE WEEK BEFORE REPORT CARDS TO TRACK DOWN MISSING WORK</p>

DEVELOP AND CONSISTENTLY UPDATE A STUDENT "THINGS TO KNOW" INFORMATION BOARD - PROVIDING STUDENTS WITH A VISIBLE MEDIUM THAT KEEPS THEM FULLY INFORMED ABOUT ALL UPCOMING SCHOOL AND CLASS EVENTS, ASSESSMENTS, ASSIGNMENTS, ETC., ALLOWS A CLASSROOM TO FUNCTION MORE EFFICIENTLY

LEARNING SKILL OF THE MONTH: ADDRESS A DIFFERENT LEARNING SKILL EACH MONTH OF THE SCHOOL YEAR - REVIEW ALL NINE IN JUNE. ADDRESS THE PARTICULAR SKILL THEMATICALLY WHENEVER AN APPROPRIATE OPPORTUNITY BECOMES AVAILABLE.