

HUHS

New Teacher Survival Guide



2014-2015

Make-Up Work Form

Name _____

Class _____ Period _____

Date of Assignment _____

Due: One week after you return to school
complete all of the enclosed papers.

Do the following additional assignments:

Make-Up Work Form

Name _____

Class _____ Period _____

Date of Assignment _____

Due: One week after you return to school
complete all of the enclosed papers.

Do the following additional assignments:

Make-Up Work Form

Name _____

Class _____ Period _____

Date of Assignment _____

Due: One week after you return to school
complete all of the enclosed papers.

Do the following additional assignments:

Make-Up Work Form

Name _____

Class _____ Period _____

Date of Assignment _____

Due: One week after you return to school
complete all of the enclosed papers.

Do the following additional assignments:

Contract for Materials Monitors

I agree to accept responsibility for passing out and collecting instructional materials that are stored in the classroom. When asked by the teacher, I will do the following:

1. I will get my group's share of the materials from the storage area.
2. I will carefully handle the materials, according to the directions I have received from the teacher.
3. I will promptly pass out the materials to my group.
4. I will return all the materials I collected back to their proper place in the storage area.
5. I will report any damages to the teacher as soon as I notice them.
6. I will give a list of any materials still being used by anyone in my group.

Student Signature _____ Date _____
Student Copy

Contract for Materials Monitors

I agree to accept responsibility for passing out and collecting instructional materials that are stored in the classroom. When asked by the teacher, I will do the following:

1. I will get my group's share of the materials from the storage area.
2. I will carefully handle the materials, according to the directions I have received from the teacher.
3. I will promptly pass out the materials to my group.
4. I will return all the materials I collected back to their proper place in the storage area.
5. I will report any damages to the teacher as soon as I notice them.
6. I will give a list of any materials still being used by anyone in my group.

Student Signature _____ Date _____
Student Copy

How to Handle Equipment

- 1. Handle all equipment with care. Report any damage as soon as it occurs.**
- 2. Clean whatever you use.**
- 3. Return what you use to its proper storage space.**
- 4. Failure to follow these procedures may result in loss of privileges.**

How to Label Your Papers

1. Be sure to write the following on every paper you turn in.
2. If an assignment is longer than one sheet of paper, make sure every sheet has this information on it.

Your Name
Date Assignment Was Given
Teacher's Name
Period Number
The Assignment

Turning In Your Work

1. Check to see that you have labeled your papers correctly.
2. Staple your papers together with one staple. If stapling would harm any part of your work, paper clip it together.
3. If you do not finish an assignment during class, ask me what to do next.
4. Sometimes I will give you more time to finish an assignment during a future class. When this happens, place the unfinished work in your notebook. Be sure to bring it to the next class session so you can complete it in class and get credit for your work.

Example of Classroom Rules

Teacher Instructions

1. *Create a general list of classroom rules.* List your expectations, then look for ways that you can combine ideas into a general rule. Check each rule for clarity. Delete any unnecessary words.
2. *Make sure your list of rules reflects your philosophy of education.* For example, research on student learning supports the benefits of students explaining their work to peers, so you might decide that you want students to be allowed to talk to one another under specific conditions. On the other hand, you determine that you want full attention when speaking to the class. You also want students to be quiet and in their seats during class discussions. You might decide on the following general rule: *Listen and stay seated when someone is speaking.*
3. *Phrase rules in the positive.* For example:
YES – This is a beverage-free classroom.
NO – Do not bring beverages to class.
4. *Prepare your rules before the first day of school.* Make a poster-sized list of the rules, numbering each rule for easy reference. Post the rules prominently in the front of the classroom.
5. *Give a copy of the rules to each student.* Have students place the rules in their notebooks for easy reference.
6. *Communicate rules to families.* Send a list of the rules to families either before or on the first day of school.

Classroom Rules Sample and Suggestion

Classroom Rules

- 1. Be in your assigned seat and ready to work when the bell rings.**
- 2. Bring required books and materials to every class, unless told otherwise by the teacher.**
- 3. Listen and stay seated when someone is speaking.**
- 4. Follow directions the first time they are given.**
- 5. Turn assignments in on time.**
- 6. Treat everyone and their property respectfully.**

Example of Consequences for Breaking Rules

Teacher Instructions

1. *Make sure the consequences increase in severity for each infraction.* In the example of Consequences for Breaking Rules, receiving a demerit is not as dramatic as having to write a list of solutions for a problem, which is not as severe as having detention.
2. *For the rules that help students be prepared to learn, set up specific procedures to follow if the rule is broken so students are not rewarded for inappropriate choices.*
 - Rule: Bring required books and materials to every class. Procedure: Check out these materials from the teacher.
3. *Decide the time frame for the consequence system.* Determine whether you want the system to be weekly, biweekly, monthly, or by grading period. Middle school students or a class with multiple issues might require a weekly system. For example, a student who arrives late on Monday would receive a warning. If the same student does not bring a required book on Wednesday, he or she would have to write a list of solutions for not arriving in class prepared. If the same student then breaks a rule later in the week, he or she would be put on detention.
4. *If you decide to include rule-specific consequences, make sure each consequence suits the broken rule.* In the following example, the class time is made up, so students are not rewarded for not being ready to work. The purpose of the consequence is to encourage students to be in their seats and ready to work when the bell rings.
 - Rule: Be in your assigned seat and ready to work when the bell rings.
Consequence: Make up missed class time when late or needing to take class time to organize materials.
5. *Check for consequences that might reward misconduct.* For example, suppose a student comes to class without books and materials. An inappropriate consequence might be to have the student do without these materials for the class period because that might be just what the student wants. How can he or she work without the materials? By having a procedure for dealing with missing materials, such as checking out missing items, the student is not rewarded for misconduct.

Consequences for Breaking Rules

First Offense: **Receive a warning.**

Second Offense: **Write a list of solutions for the problem.**

Third Offense: **Receive detention.**

Fourth Offense: **Write an action plan and make a phone call to parents.**

Fifth Offense: **Conference with parents and teacher at school.**

Sample Rules Information Sheet for Families

Dear Parent or Guardian,

The following are the rules and consequences applied during any class taken with me. Please review these with your child. Then sign the document and ask him or her to do the same. Return one copy and keep the other for future reference. Thank you.

Sincerely,

Classroom Rules

1. Be in your assigned seat and ready to work when the bell rings.
2. Bring required books and materials to every class, unless told otherwise by the teacher.
3. Listen and stay seated when someone is speaking.
4. Follow directions the first time they are given.
5. Turn assignments in on time.
6. Treat everyone and their property respectfully.

Consequences for Breaking Rules

- First Offense: Receive a warning.
- Second Offense: Write a list of solutions for the problem.
- Third Offense: Receive detention.
- Fourth Offense: Write an action plan and make a phone call to parents.
- Fifth Offense: Conference with parents and teacher at school.

Signature of Parent or Guardian	Signature of Student
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**Parent/Guardian:
Please fill out the following contact information:**

<hr/> Parent/Guardian Name	<hr/> Parent/Guardian Name
<hr/> Parent/Guardian Phone Number	<hr/> Best time to call
<hr/> Parent/Guardian Email Address	<hr/> Parent/Guardian Pager Number

Action Plan Form

What rule or rules have been broken?

List the reasons for the problem. (What is causing you to break the rules?)

What can you do to solve the problem?

Signature of Student

Date

Example of a Respect Agreement

Teacher Instructions

1. *Have students discuss how they wish to be treated by other students in your classroom.* Explain that you want the students to tell you what they wish to be able to expect from everyone in the class. Encourage students to brainstorm their ideas as you write them down on a large sheet of paper.
2. *Prepare an agreement with a few general ways that everyone in the class can be respectful.* Use the students' brainstormed list of ideas to prepare six to eight general items that will help create a respectful and safe learning environment. Make sure each item is stated positively.
3. *Create a poster with the agreement.* Hang it prominently in your classroom.
4. *Post the agreement for easy reference.*
5. *Review the agreement periodically.* As issues arise, refer students to the agreement. For example, you might turn to the poster and say, "I thought we agreed that we would listen to everyone's ideas. I think that means that we do not make fun of anyone's answers."

RESPECT AGREEMENT

We agree to do the following to create a respectful environment:

- 1. Listen to everyone's ideas.**
- 2. Take turns when speaking.**
- 3. Be tolerant of ideas that are different from our own.**
- 4. Consider the feelings of everyone.**
- 5. Be supportive and kind.**
- 6. Share ideas.**
- 7. Be non-judgmental.**
- 8. Work as a team.**

Table Groups Diagram

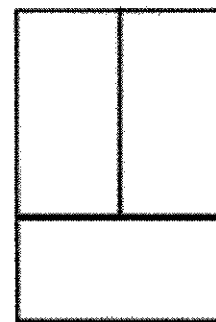
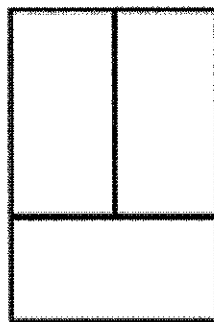
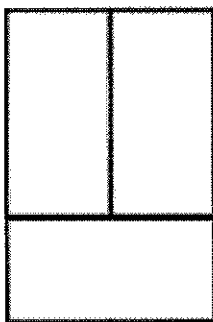
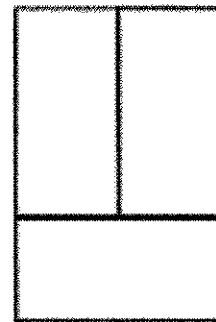
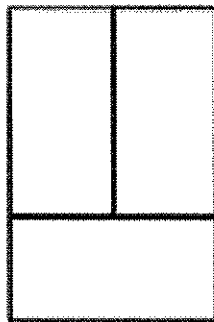
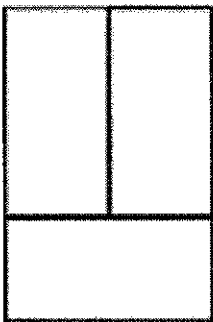


Table Rows Diagram

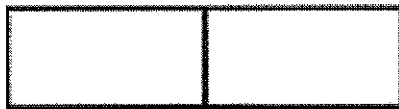
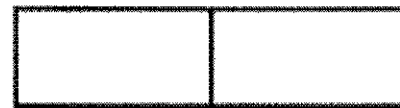
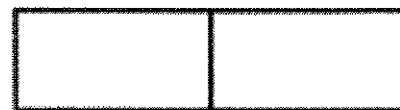
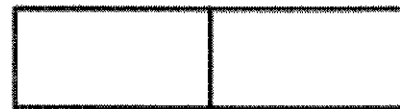
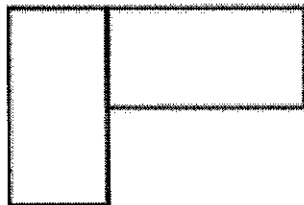
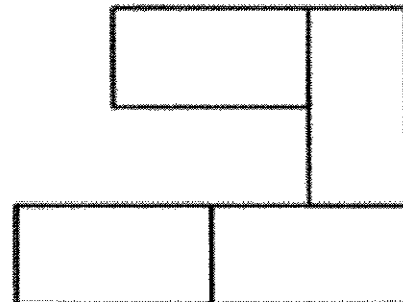
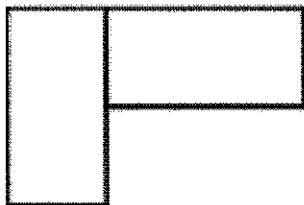
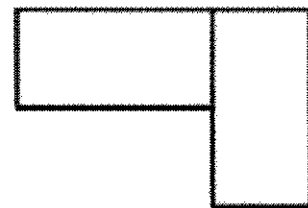
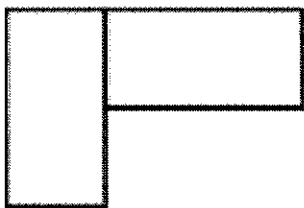
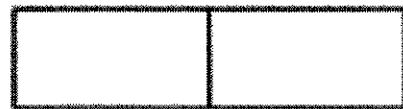
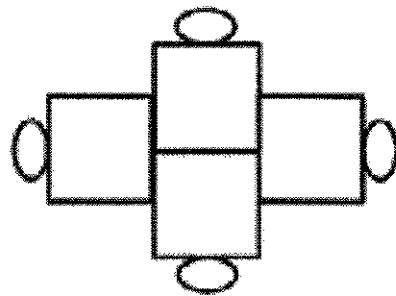
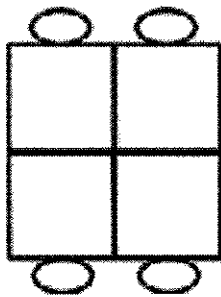
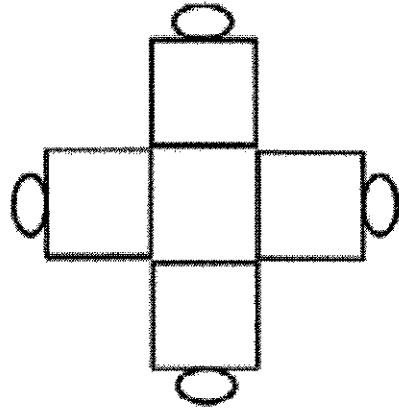
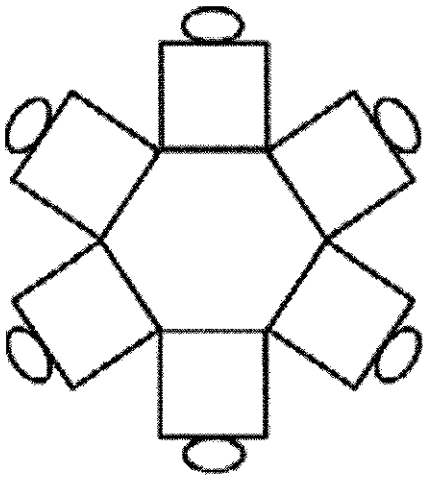


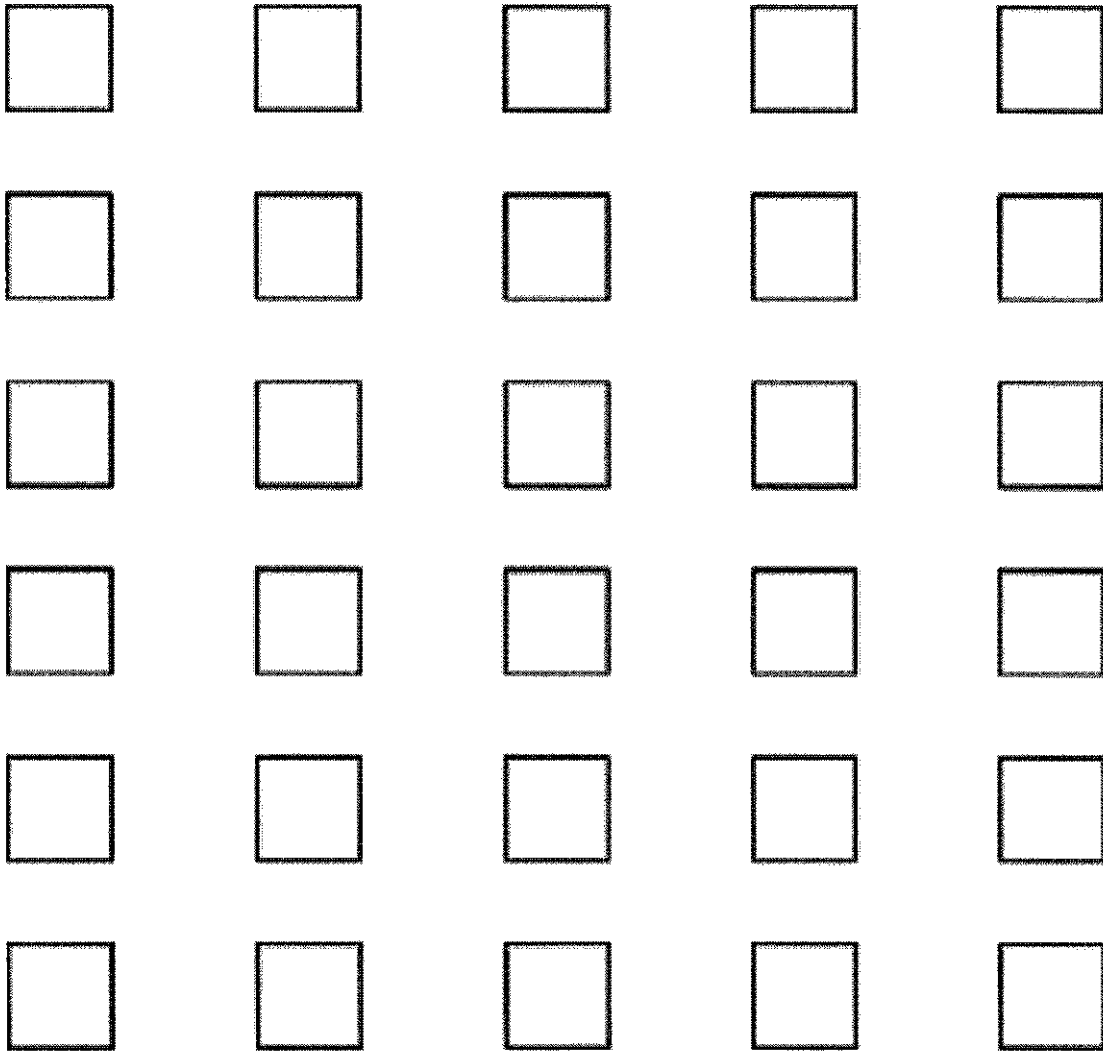
Table Clusters Diagram



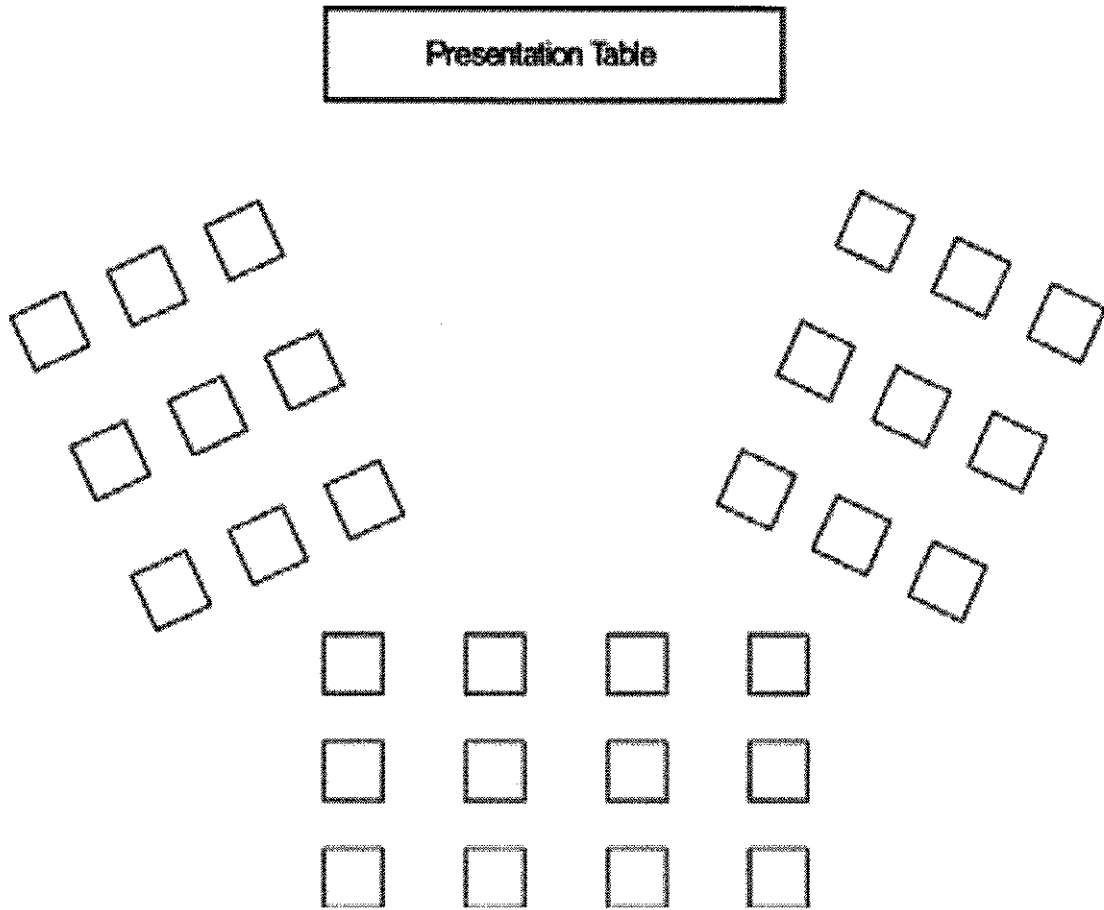
Different Types of Desk Groups



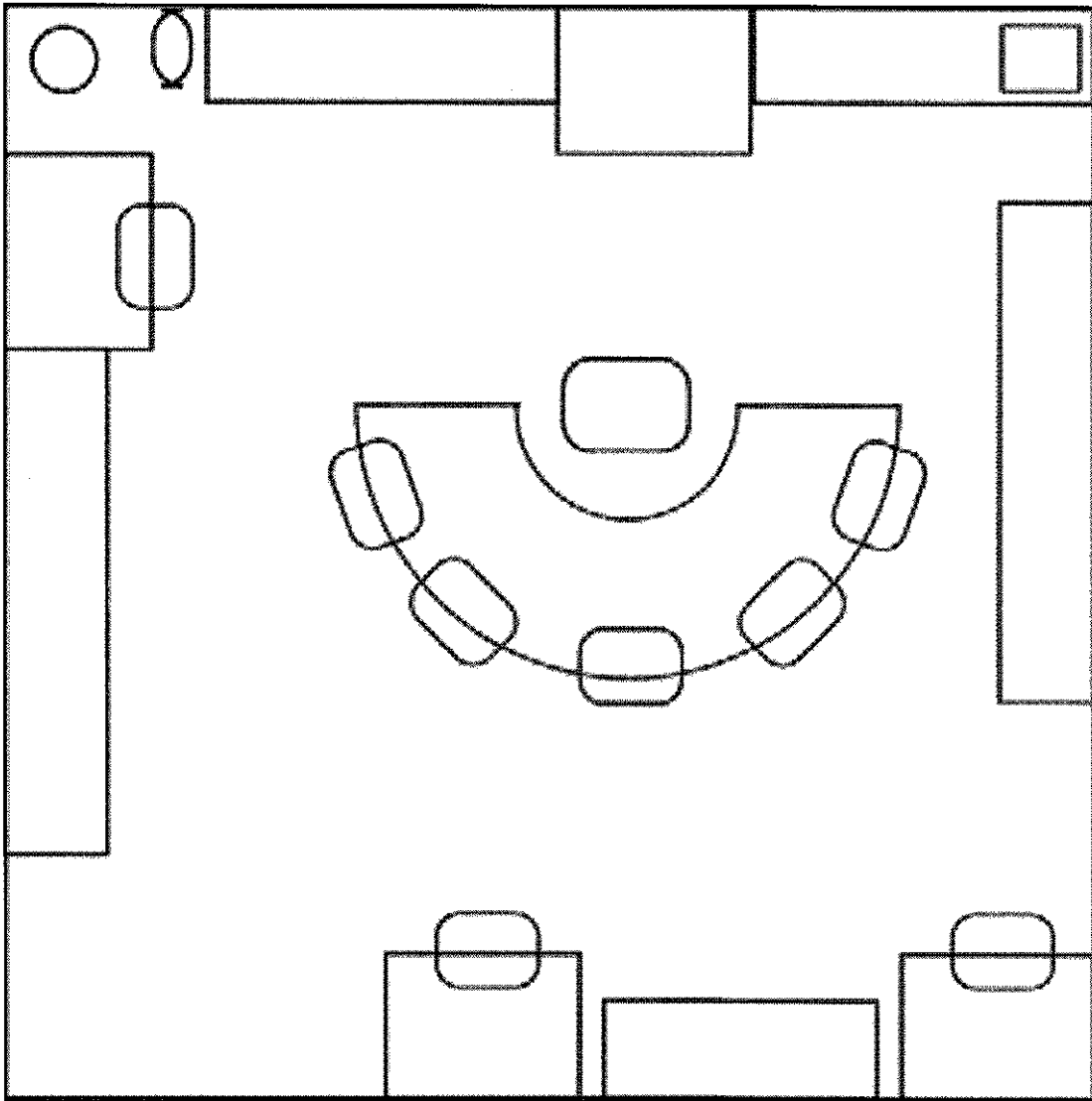
Desk Rows Diagram



Desk Clusters Diagram



Special Education Classroom Diagram



Five Easy Transition Activities

1. Free-Writing Exercises

Give students who finish an activity early a guided, free-writing topic that relates to the next subject that you are about to teach. You can ask them to:

- write everything they know about the subject
- write a list of questions they have about the topic
- write their personal feeling about the topic
- imagine they are another person, a historical figure perhaps, and how they would view the topic

2. Big Question Writing

Ask students to write a paragraph about a "big question." A few suggestions:

- What qualities should a president have? List at least three.
- If you could invite three people to dinner, whom would you invite? Why?
- If you could travel to the moon, would you go? Why?
- Do you believe there is life on other planets? Why?
- If humans are able to create sophisticated forms of artificial intelligence in robots, what should the robots be used for?
- Does the planet really need biological diversity to sustain life? Why?

3. Challenge of the Day

Write a challenge question on the board and allow students to begin working on it while they trickle into class. Award students points for effort and more points for getting it right.

4. Homework Business

Ask students to review homework a final time prior to turning it in.

Have students write down new homework assignments that have been written on the board.

5. Skim and Scan Pre-Reading

Ask students to skim and scan the next chapter in the textbook and create an outline based on the table of contents, section titles, and/or first sentences of the first paragraph in each new section.

Sample Warm-Ups

Journaling Activities

Language Arts:

- Imagine that you are one of the characters we read about yesterday. Write a diary entry in your journal as if you were that character dealing with the events in the chapter.
- Give advice to one of the characters that you have read about in the book you are currently reading.

Social Studies

- Think about the political leaders studied last week. Choose one and explain why you think he or she acted as historians tell us he or she did. There is no right answer. Your writing should be based on your opinion.
- Think about the current events we have discussed recently. What advice would you give to one of the political leaders to help solve a social issue? Write your ideas in your journal.

Art History or Appreciation

- [Display an art print.] Describe what you see. Then tell how the artist used one of the following elements to give structure to the artwork: line, color, texture, or value.
- [Display several art prints.] Choose your favorite artwork from among these prints. Explain why you like it.

Science

- Imagine that you are a scientist in a lab. Yesterday, one of your assistants accidentally forgot to return a rack of test tubes, so they were not refrigerated with all the others. Write about what you think you need to do now in order to ensure the quality of the experiments.

Problem of the Day:

Math

- Keenan has a new part-time job as a mechanic's assistant. He will earn \$7.25 per hour, but his after-tax earnings will be \$5.70 per hour. He wants to buy a new car. The payments will be \$125 per month plus \$50 for insurance. How many hours per month will he need to work to be able to afford the car?

Sample Homework Policy

1. Posted homework assignments are to be recorded in the Homework section of your notebook.
2. Posted homework assignments need to be turned in on the posted due date.
3. Posted homework assignments will make up 40% of your final grade.
4. Posted homework assignments will be recorded in the grade book. Late papers will receive 75% credit when turned in one to three days after the due date. Papers three to seven days late will receive 50% credit. Papers more than a week late will receive 25% credit.
5. With approval of the teacher, full credit may be earned for homework turned in late due to illness.
6. Many class assignments are intended to be completed the same day they are assigned. Turn them in at the end of class. Papers completed at home will be considered late, unless otherwise indicated.

Homework Checklist To Be Filled Out Every Friday	Homework Checklist To Be Filled Out Every Friday
Name _____	Name _____
Class _____ Period _____	Class _____ Period _____
Week of _____	Week of _____
<p>Homework Assignments due on the checked days are complete. Well done. Days that are crossed out and initialed by the teacher had no homework due.</p>	<p>Homework Assignments due on the checked days are complete. Well done. Days that are crossed out and initialed by the teacher had no homework due.</p>
<input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Wednesday	<input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Wednesday
<p>The following assignments are still outstanding (to be filled out by the student and approved by the teacher):</p>	<p>The following assignments are still outstanding (to be filled out by the student and approved by the teacher):</p>
_____ _____ _____ _____	_____ _____ _____ _____
<p>Please complete and return the missing assignments with this form on Monday. All signatures must be included.</p>	<p>Please complete and return the missing assignments with this form on Monday. All signatures must be included.</p>
_____ Teacher Signature	_____ Teacher Signature
_____ Student Signature	_____ Student Signature
_____ Parent or Guardian Signature	_____ Parent or Guardian Signature

Name _____

Period _____

Interests Survey

Please fill out the survey below to help me determine projects and topics that may be of interest to you this semester. Our class can also use this information to find experts to share what they know. Thank you for your time and for sharing information about yourself. I look forward to learning more about you.

Please keep your responses appropriate for a school setting. Inappropriate responses may be shared with the school principal or your parents or guardians.

1. What do you like to do? _____

2. What do you do best? _____

3. What is your favorite interest? _____

4. If you could be doing anything right now, what would you do?

5. Complete this sentence.

I am an expert at _____

6. Write a description of yourself doing something you really enjoy.

7. Write about or draw a highlight from your life.

Student Self-Assessment

Name _____

Week of _____ Period _____

Rating: 2 — Excellent 1 — Okay 0 — I need to improve

Assess how well you followed each of these class rules. Write 2, 1, or 0.	Mon.	Tues.	Wed.	Thurs.	Fri.
1. I was in my assigned seat and ready to work when the bell rang.					
2. I brought my books and materials to class.					
3. I listened when someone was speaking.					
4. I stayed in my seat when someone was speaking.					
5. I followed directions the first time they were given.					
6. I turned in homework on time.					
7. I turned in classwork on time.					
8. I treated everyone with respect.					
9. I treated the property of others with respect.					
Add any additional issues you would like to work on regarding your conduct in class:					
•					
•					

One goal I have for myself is _____

If checked, return this form with a parent signature. _____

Student Action Plan

What rule or rules have been broken?

List the reasons for the problem. (What is causing you to break the rules?)

What can you do to solve the problem?

Signature of Student

Date

Progress Report

Student: _____

Date: _____

Check type of work:

- Homework
- In-class work

Check completed work:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Incomplete assignments:

(To be filled in by the student. Give the completed form to your teacher to sign.)

Teacher's Signature

Parent's or Guardian's Signature

Parents, use the space below, if you wish to add comments.

- Parents, check here if you want a conference with the teacher.

RETURN THIS SIGNED REPORT TO THE TEACHER THE NEXT DAY OF CLASS.

Progress Report

Student: _____

Date: _____

Check type of work:

- Homework
- In-class work

Check completed work:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Incomplete assignments:

(To be filled in by the student. Give the completed form to your teacher to sign.)

Teacher's Signature

Parent's or Guardian's Signature

Parents, use the space below, if you wish to add comments.

- Parents, check here if you want a conference with the teacher.

RETURN THIS SIGNED REPORT TO THE TEACHER THE NEXT DAY OF CLASS.

Sample Contract Among Student, Parent/Guardian, and Teacher

We agree to work together to complete work in class.

I, _____
 student, agree to do my work in class. I can do this by staying in my seat and talking to my friends after my work and their work is finished. I will complete unfinished work as homework each day. I will bring home a weekly progress report each Friday and return it signed by one of my parents each Monday. Over the weekend, I will complete any outstanding work and return it to school with the signed progress report.

I, _____
 parent, agree to support you by checking your weekly progress report to see what work you have completed and what still needs to be done. I will sign the progress report and send it back to school the following Monday. I will also help make sure you complete your outstanding work over the weekend.

I, _____
 teacher, agree to support you by periodically encouraging you when you complete your work and filling out a weekly progress report to show what you have completed and what still needs to be done. Additionally, I will provide you with time after school to complete any unfinished work at the end of each day.

Student's Signature

Parent's/Guardian's Signature

Teacher's Signature

Note: The above agreement could be modified for homework or could be made between the student and teacher only, if parents choose not to be involved.

Parent/Guardian Briefing Form

Work Habits

- Works independently
- Needs some guidance to remain on task
- Consistently needs guidance to remain on task
- Is easily distracted
- Distracts others
- Other: _____

Conduct

- Is a role model to others
- Accepts responsibility
- Is generally responsible
- Is habitually late
- Disrupts class
- Needs to show more respect for others
- Acts defiantly
- Other: _____

Attitude

- Positive
- Mostly positive
- Is Improving
- Needs to improve

Effort

- Excellent
- Good
- Is Improving
- Needs to improve

Student Signature

Parent Signature

Teacher Signature

Parent Briefing

Work Habits

- Works independently
- Needs some guidance to remain on task
- Consistently needs guidance to remain on task
- Is easily distracted
- Distracts others
- Other: _____

Conduct

- Is a role model to others
- Accepts responsibility
- Is generally responsible
- Is habitually late
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Attitude

- Positive
- Mostly positive
- Is Improving
- Needs to improve

Effort

- Excellent
- Good
- Is Improving
- Needs to improve

Student Signature

Parent Signature

Teacher Signature