



$7 \times 3 = 21$

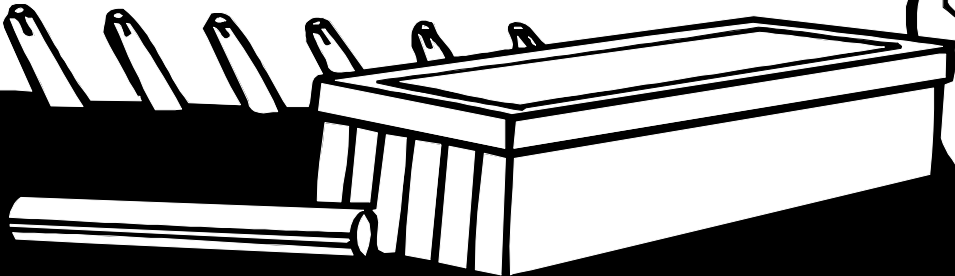
Dear New Teacher:

Please find enclosed a sampling of reproducible masters for you to use this year. They should be beneficial when you begin setting up your classroom, managing student discipline, and keeping your records in order.

It is the mission of the Texas Federation of Teachers to assist our fellow educators to do their best. Not only do we work on your behalf to improve wages, hours and working conditions, but we have a vested interest in your success.

The Texas Federation of Teachers, through its affiliate the American Federation of Teachers, is able to provide assistance with teaching matters in many ways. The AFT provides useful literature for all general teaching functions, compiles educational research, sponsors useful workshop sessions, and provides many regional and national level conferences focused on improving the quality of public education.

We hope you find the enclosed items useful. We also invite you to become a member of our educational family. Best wishes on a successful new year.





What to Expect Your First Year of Teaching

Veteran teachers have supplied some of the following suggestions and tips to assist new teachers achieve a positive experience their first year of teaching. They are included in the following lists of strategies for survival.

Some recurring suggestions...

Contact parents in the beginning of the school year, fostering a friendly rapport before problems arise.

Be well prepared for class.

Model and enforce rules of courtesy and respect.

Make friends with the custodial staff--you'll need them.

Get to know your students by coaching or taking part in an extracurricular activity.

Take care of yourself physically and spiritually.

Don't forget you're only human.

Tips...

Consistency--do what you say you are going to do at all times and with every child.

Model a love for learning.

Maintain a sense of humor.

Offer a variety of interesting choices of activities for kids when they finish work or have down time.

Keep an open door policy to parents.

Reward and praise students.



Compliments of
Texas Federation of Teachers



Use Innovations in Teaching, Technology and Rewards

Dividing topics into smaller, more manageable, and therefore more achievable tasks has encouraged students to take it one step at a time. Presenting a variety of student-centered lessons that require active student participation has stimulated student interest. Relating information to students' lives and establishing a reason for learning has increased student participation.

I have established a proactive (some might call it aggressive) make up policy. My No Zero Tolerance programs uses computerized grade software to track students. Students receive a weekly status report that lists grades and highlights any zero." --Grace D. Clark, 9th--11th grades, Virginia

I have "cool cash rewards" that can be redeemed in the Shiplly Store, which as things that local businesses have donated. Rewards will take you further than punishments in the long run. --Lisa M. Shipley, 7th and 8th grades, Missouri

If you have a tough time assigning classroom jobs at the beginning of the year, try having your students fill out a "job application" for you. Elementary students, for example, could be invited to apply for class monitor, AV helper, board cleaner, messenger, reporter or classroom librarian.

Aside from being a real-life skill, these job applications are easily adaptable to children in any grade. Students have the chance to choose from a selection of classroom jobs and to use their writing skills to explain why they should be "hired."

Jobs may change on a monthly basis, giving students practice in filling out a teacher-designed application. --Karen A. Pierino, New York



Compliments of
Texas Federation of Teachers



Substitute Checklist

One important area of responsibility that is often overlooked is what you should do when you have to have a substitute. Every teacher should have a special folder containing the following information for a substitute.

- A list of responsible students
- A map of your campus
- Fire drill/Disaster plan
- Class rules
- Discipline program
- Seating charts
- Your schedule
- Bell schedule
- Tape fifty cents to the folder for the substitute to buy a soft drink
- Your lesson plans (Many teachers write up three lessons that could be called "generic." Then if you have an emergency, your plans will be ready.)
- Student Behavior Report form

Being absent is never easy, but if you are prepared, then it will be simpler for you and your substitute.



Compliments of
Texas Federation of Teachers



Parent Conference/Open House

Experienced teachers have submitted several ideas for making parent conferences and open house a more interesting event. Hopefully you can find some idea that would be effective in your classroom.

Give parents a delightful surprise for Open House--a cutout of their kids. Have the students work in pairs to trace their outlines on a large piece of paper. Each student "decorates" their cutout with drawn clothing, jewelry, etc. then cuts it out.

On the afternoon of the special day, tape the "bodies" in the chairs--to make the head stand up, tape their ruler to the back of the chair.

Imagine the parents' surprise at seeing their "child" sitting at attention when they arrive. They love it. A side bonus--expect attendance to be high, as the kids get excited about the special surprise awaiting their parents.--Juanita Nosworthy, Arizona

To help parents understand the primary grades' writing process and the big challenge a blank sheet of paper offers, ask them to do a writing assignment during Back-to-School night. Assign a topic for each parent to develop and write up. The stories are then left over night for the children to read the next day. This is great fun, and it really "breaks the ice" with other parents.--Constance Bandes, New York

An important reminder for all school staff: Brothers and sisters of a former "trouble maker" or "problem" student should not be reminded of their siblings' past performances. Let them start fresh without dredging up history.--Ruth McKenzie, Ohio



Compliments of
Texas Federation of Teachers

Temporary Grade Sheet

Teacher _____ Class _____ Period _____

Student Name												
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												
20.												
21.												
22.												
23.												
24.												
25.												
26.												
27.												
28.												
29.												
30.												



Compliments of
Texas Federation of Teachers

Good News!

I have the pleasure to inform you that

Student Name

has earned recognition for

in my class.

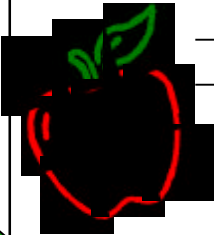
Signature of Teacher

Date

Congratulations to _____

for earning an apple award for:

- _____ the great grade on your test!
- _____ your excellent conduct in class!
- _____ always working hard!
- _____ always coming to class prepared!
- _____ helping someone else!
- _____ the good work on _____!



Signature of Teacher

Date

Good News!

I have the pleasure to inform you that

Student Name

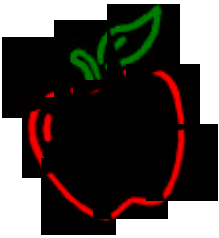
has earned recognition for

in my class.

Signature of Teacher

Date

Congratulations to _____
for earning an apple award for:



- _____ the great grade on your test!
- _____ your excellent conduct in class!
- _____ always working hard!
- _____ always coming to class prepared!
- _____ helping someone else!
- _____ the good work on _____!

Signature of Teacher

Date