

# WELCOME



# Re-visiting Your Teacher Tool Box

Statewide Instructional Resources Development Center



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SIRDC provides FREE instructional resources for:

- Education and Training
- Hospitality and Tourism
- Human Services

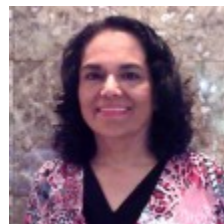
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**Statewide Instructional Resources Development Center  
Education and Training, Hospitality and Tourism, Human Services  
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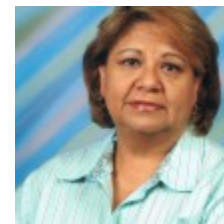
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# Webinar Agenda

- Navigating the SIRDC Website
- The Well Organized Classroom
- Engaging Instructional Strategies
- Best Practices

# Navigating the SIRDC website

[www.cte.sfasu.edu](http://www.cte.sfasu.edu)

# The Well Organized Classroom





# The Organized Classroom

- Course Content/Lessons
- Student Records
- Expect the Unexpected
- Classroom Supplies and Materials
- Establish Classroom Procedures



# Organize Your Course Content/Lessons

Classroom Essentials > Best Practices

## Effective Lesson Planning

- “Learn” the TEKS to all of your courses
- Plan, Plan, Plan



# Organize Your Course Content/Lessons

## Utilize School Calendar

- Note dates of:
  - Mid-term and exams
  - Due dates – progress reports, report cards
  - State testing
  - Workdays/Inservice dates
  - Holidays



# Organize Your Student Records

## Personal Information Sheet

Classroom Essentials > New Teacher Tips

**Sample**  
**Student Personal Information & Class Schedule**

Class \_\_\_\_\_

Period \_\_\_\_\_

PRINT the following information: (pencil only)

FULL NAME \_\_\_\_\_ ID \_\_\_\_\_

Nickname \_\_\_\_\_

GRADE \_\_\_\_\_ SEX \_\_\_\_\_ AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

E-MAIL \_\_\_\_\_

MOTHER/GUARDIAN'S NAME \_\_\_\_\_ CELL \_\_\_\_\_

PLACE OF OCCUPATION \_\_\_\_\_ WORK \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

FATHER/GUARDIAN'S NAME \_\_\_\_\_ CELL \_\_\_\_\_

PLACE OF OCCUPATION \_\_\_\_\_ WORK \_\_\_\_\_

E-MAIL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_ COUNSELOR \_\_\_\_\_

**Class Schedule**

	Subject	Room #	Teacher
1			
2			
3			
4			
5			
6			
7			
8			

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# Organize Your Student Records

## Special Populations Records

- “Learn” your students
- Code your gradebook/lessons
- Designate a locked location for records



# Organize Your Student Records

## Follow Grading Policy

- “Learn” the district policy on grades
- Number of grades per week



# Prepare for the Unexpected

## Electronic Gradebook

- **Make hard copies of class lists** (Periodically update)
  - in case campus is offline
  - add to emergency lesson plans
  - “grab and go” list for fire drills/emergencies



# Prepare for the Unexpected

## Personal Emergencies

- Have two weeks worth of emergency lesson plans on file
- Include hard copies of your class lists





# Prepare for the Unexpected

## Unexpected Teacher Pull Outs

- ARDS
- Classroom Emergencies
  - See Classroom Essentials > Instructional Strategies > The ABC's of.....



# Organizing Classroom Supplies and Materials

**A place for everything and everything in its place!**

- IN and OUT boxes, per class, for assignments
- Labeled bins for binders/folders per class period
- Labeled boxes per team for basic supplies
  - rulers, markers, staplers, highlighters, hole punchers
- Assign one student per team (change periodically)
  - responsible for distributing and collecting items



# Establish Classroom Procedures:

- Entering the classroom
- Seating chart
- Submitting assignments
- Tardy policy
- After an absence
- Train your students

**FOLLOW THEM CONSISTENTLY**



# Engaging Instructional Strategies



# Engaging Instructional Strategies

- Bell to bell instruction is a must!
- Imagine the amount of lost instruction time per school year if you allowed five minutes of down time per day!



# Establish Procedures

Make the most of student learning time.

Make beginning and ending well consistently

**A HABIT!**



# Beginning the Class Period

- Have a definite routine
- Tie to learning objective
- Short activities often called –  
Bell Ringers, Sponge Activities, Daily Starter, Warm Up, Do Nows, Daily Appetizers (Hospitality and Tourism)



# Beginning the Class Period

## Examples:

- Entrance slip
- Journal entries
- Brain teasers





# Beginning the Class Period

- Decipher a Quote – see quotes section of SIRDC lessons
- Word of the Day – see word wall section of SIRDC lessons
- Review Prior Learning
- Discuss a Current Event News Article



# Ending the Class Period

- Have a predictable routine
- Watch the Clock!
- Use a timer or assign a student to inform you and the class of the final “5/10 minutes”



# Ending the Class Period

- Closure or wrap up of the day's learning
- Check for understanding



# Ending the Class Period

## EXAMPLES:

- Exit slips – emailed to you--- added to classroom blog
- One Minute Paper – concepts learned from day's lesson
- Reflection
- Reminders
- Homework
- Journal Writing – see Writing Strategies section of SIRDC lessons



# Ending the Class Period

- Work on an ongoing semester/course projects such as:
  - An ABC book of selected content
  - Ongoing research project
  - End of Course Project Option – each course on SIRDC website has an End of Course Project Options lesson



# Class Dismissal

- You dismiss the class, not the bell
- Establish this guideline early in the year/semester



# Best Practices Sharing.....



# Any Questions?





# Questions regarding education laws and rules:

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For joining us!