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

http://cte.sfasu.edu/
Statewide Instructional Resources Development Center
Education and Training, Hospitality and Tourism, Human Services
Stephen F. Austin State University

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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
The Well Organized Classroom
The Organized Classroom

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

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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
### Personal Information Sheet

**Classroom Essentials > New Teacher Tips**

**Sample Student Personal Information & Class Schedule**

1. **Full Name:**
2. **ID:**
3. **Nickname:**
4. **Grade:**
5. **Sex:**
6. **Age:**
7. **Date of Birth:**
8. **E-mail:**
9. **Mother/Guardian’s Name:**
10. **Cell:**
11. **Place of Occupation:**
12. **Work:**
13. **E-mail Address:**
14. **Father/Guardian’s Name:**
15. **Cell:**
16. **Place of Occupation:**
17. **Work:**
18. **E-mail:**
19. **Home Address:**
20. **Zip Code:**
21. **Home Phone:**
22. **Emergency Contact:**
23. **Phone:**
24. **Administrator:**
25. **Counselor:**

**Class Schedule**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Room #</th>
<th>Teacher</th>
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<tbody>
<tr>
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<td>8</td>
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</tbody>
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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

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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 Now, 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.....
Questions regarding education laws and rules:

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Please take webinar survey before logging off.

Thank you

For joining us!