

## Month to Month Suggested Activities

### August

Call new teachers to welcome them to the school  
Meet and greet (at door with gift bags)  
Breakfast/Ice Breaker  
Introduce staff & faculty  
Provide campus orientation  
Share school handbook  
Review beginning teacher expectations  
Provide important phone numbers  
Create classroom wish lists  
Share who to turn to list  
Harry Wong-“First Day” DVD etc.  
Sub locator and procedures  
Discuss long-term planning  
Visit new teachers’ classrooms  
Plan recreation activities (parks, festivals and fun stuff)  
Plan scavenger hunt- find places, people and resources (make it fun!)  
Meet at the end of the first week with students to inquire “How did your first week go?”  
Teach how to operate email and voicemail  
Review how to set up Edline and Gradequick  
Review school procedures (especially hurricane procedures)  
Review school schedules (elementary, specials, MS/HS, duties)

### September

Continue offering Classroom Management strategies  
Prepare for Open House  
Dialogue about consistency and assigning consequences for student misbehavior  
Offer Gradequick, Edline and EDW training  
Explain Media Center services  
Continue “Planning Instruction”  
Continue Harry Wong  
Supply needs (if there is a supply closet/LEAD money/how to order things)

#### **Discuss:**

Issues/concerns  
ESP-administrative observations  
Progress reports  
Reading Running Records  
Drills/school procedures  
Diagnostic testing schedules  
ESOL modifications  
Rtl  
Learning tools website  
FCAT

## Month to Month Suggested Activities

### October

#### **Discuss:**

- Classroom Management tips-referrals/detention procedures
- FCAT discussion/review
- Report card
- Parent contacts/conferences
- RRR/SRI training
- Textbook check
- Lesson plan review/set up
- Time management
- LTM meetings
- Effective student assessment
- Variety of teaching strategies
- Reading strategies
- Midterms
- Rtl
- Curriculum pacing/time management
- Nine-week exams
- PMP

### November/December

#### **Discuss:**

- Classroom management
- Technology (PowerPoint, websites, etc.)
- Observations procedures/feedback
- Grading procedures/report cards
- Final exams (procedures and Gradequick)
- Holiday policies for events and activities
- Mid year reflection
- Discussing data, student progress (strategies for improvement)
- Effective lesson planning
- Contacting parents
- Alternative assessments
- "Grades" percent of failing
- Attendance/truancy (how it relates to statutes and final exams)
- Wellness, self care, holiday stress and home sickness
- FCAT targeting skills
- Financial planning workshop for the "new profession"
- Observe with feedback
- Maintaining student behavior (keeping students focused)
- Holiday social
- Update K-3 assessment
- School-based team procedures

## **Month to Month Suggested Activities**

### **January**

#### **Discuss:**

- FCAT crunch (What happens during FCAT?)
- Effective communication with parents
- School and classroom procedures (for ending and beginning a semester)
- Beginning teachers concerns (find solutions)
- Report cards and grading
- Issues on classroom management
- Promote positive relationships among students and teachers
- Monitor student progress
- Celebrate student successes and evaluate growth experiences
- Rtl
- Concerns with pacing
- Curriculum compacting
- Share various FCAT test taking strategies
- Student motivation
- Review 1<sup>st</sup> eight days of school again (classroom management)
- Alternative assessment
- Pupil progression
- SRI

### **April**

- Preparation for closing out school year (pupil progression)
- Check ESP/EAP portfolio for completion
- Closeout with bookkeeper
- Review and discuss how to interpret test data
- Reflect and evaluate success of BTAP
- Discuss what to expect with meeting with administration for final evaluation
- Parent communication (possible retentions)

### **May**

#### **Discuss:**

- BTAP evaluations
- Cum folders
- End of year procedures
- Award procedures
- Closing PMPS
- Textbook collection
- Pass/Fail (summer school)
- Transition meetings
- Summer planning
- Party/socials/recognition
- Keeping students on task
- Classroom management tips (ex. behavior motivation)