

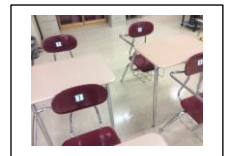
CAMT Workshop

Northside ISD

Organizing Tips for Middle and High School Teachers.

This workshop was given by a High School teacher from Northside ISD with 4 preps and 14 years of experience.

1. Separate desks so that any teacher or administrator can walk around and observe what the students are working on.
2. Numbers are placed on the seat of the desks versus on the top of the desk. This will prevent the students from being distracted by the numbers and tape.
3. Assign a student in each class to put the date on the board as they walk into class. This will save the teacher time and will ensure that it is done on a daily basis.
4. Textbooks should be placed on a book shelf to keep track of all textbooks. Assign two students or the students in front of each row, to hand out the textbooks when needed.
5. Binders can be created for missing assignments or late assignments. Color coded binders can assure students which binder pertains to them.
6. Assignment board can be created to save time discussing with students what will be covered the next couple of days. Plan a week in advance and post it on the board so that if students are absent, they can look ahead and plan. (This skill is useful for administration as well.)
7. Student binders can be color coded with the same color as the missing assignments binder, by class period or by preps.
8. Place a separate box or divider for students to turn in late work. This will help the teacher with grading. A stamp for late work would also make grading easier.



9. Designate a separate place to post student work when they forget to write their name. This will save time asking every class period for the owner of the assignment.



10. Group numbers can be placed on the ceiling to save time. Once the students have been trained, they will know immediately to look up and find their group number.

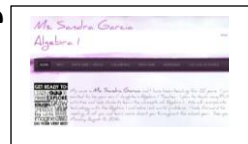


11. To save time grading, have all students circle the number to the problem and box all answers. Highlight the problems that will be graded. (Select 5 out of 20 problems to grade.)

12. Do not open emails to read unless you know that you are going to respond at that moment. Otherwise wait until you have time.

13. Contact parents as soon as a problem occurs or when a student has done a good deed. Do not procrastinate. Document as soon as possible and have specific dates and times.

14. Create a website or use applications, such as "Remind 101" or email to notify students and parents of what is occurring in class or what is needed such as homework assignments and tutorials.



15. If a problem has been occurring and the teacher foresees a referral may be needed, make the proper contacts before and fill out the top portion of the referral and have it ready.

16. When a parent conference is needed, have all forms and information needed to save time. (Grades, parent contacts, Tutorial information, website, tutorial list, etc...)

17. Provide supplies for students, such as pencils. Designate a student in the class to keep track.



18. Color code forms, such as the class syllabus or other important forms that match the assigned color coded student binders.



