

Tour your building.
Meet your mentor
Read Harry Wong's book *The First Days of School*
Begin designing classroom procedures
Find good web sites like <http://teacher.scholastic.com/professional/index.htm>
Talk to your principal and mentor about your discipline policy

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
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2002

Set short term goals and long range plans for this school year. Record them in your daily journal.
Review and revise classroom procedures
Set a date to have successfully memorized every child's name and one area of interest
Set a mutual time to meet with your mentor on a regular basis
Prepare detailed sub plans to keep on file

Check out this web site www.education-world.com

Ready...Get set...Go!

September

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2002

Review playground rules (Elementary) and fire / tornado drill procedures (All)
Ask your mentor for parent – teacher conference advice
Review the report card and record keeping procedures for your building
Discuss MEAP preparation if applicable at your level. Check out <http://cdp.mde.state.mi.us>
Review sample IEP forms and other referral forms available in your building
Check out www.disciplineassociates.com

Fall into a great school year.

October

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2002

NO more jitters, NO more fears, NO -NO - NO -vember

Prepare for Parent – Teacher conferences.

Discuss special education procedures and “least restrictive environment”.

Speak the principal and mentor about child abuse laws / warning signs.

Meet the school union officers and attend a union meeting if possible.

Review your students’ CA-60 files. Check out <http://www.innovativeclassroom.com>

Be aware of IEP reports and plans for your students long before the conference.

Check out website <http://www.new-teacher.com>

November

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2002



Teaching - the gift you have been given

Prepare for Christmas program mania (schedule changes)

Speak to your principal and mentor about their observations and evaluations

Meet with the school counselor and social workers.

Have lunch with someone from the library to plan a private tour of the resources.

Check out this site <http://www.McREL.org/resources>

Brainstorm inexpensive gift-giving ideas for your students.

December

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2002



Chill out! Every day is a new beginning!

Prepare for your first observation to be completed by January 30.

Participate in exercise activities for stress reduction.

Update your professional development log.

Review the goals you set in September.

Challenge yourself and your class with a “new” internet activity.

Find out about joining Phi Delta Kappa, Delta Kappa Gamma, or some other professional organization.

Check this web site <http://integratingtheinternet.com>

January

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2003

Concentrate on positive communication all month.
Photograph your class in "random acts of kindness."
Reread Harry Wong's ideas on assessment. (Ch. 21-24)

Update your professional portfolio.
Discuss authentic /alternative assessments.
Check out www.teachingtips.com



February

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2003



March madness mandates moderation

Create your own “March Madness” academic activity.

Get serious about Michigan Curriculum Frameworks. Check out <http://mtn.edu/index.html>

Organize and file your lesson / unit plans

Pick one unit and evaluate your use of the content standards and benchmarks.

Attend a board meeting with your mentor.

Find 3 new ways to ease the paper load.

Swap lesson plans with another probationary teacher. Try this site www.pbs.org/teachersource

Plan 3 activities for “Reading Month”. Take photographs and get one written idea published.

March

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2003



Have an eggcellent month!

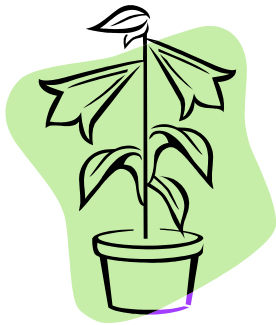


- Create your own “Spring Fling” academic –fitness activity.
- Make a positive contact with a parent.
- Visit an office supply store to get tips on organizing your desks and files.
- Get a catalog of summer courses.
- Revisit your professional goals.
- Plan and execute 3 assessment activities you have never tried before.
- Check out this web site <http://7-12educators.about.com/cs/discipline>

April

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2003



May flowers bring summer vacation

Reflect on this school year in your journal and discuss plans for revision with your mentor.

Plan for student feedback regarding your teaching.

Plan plenty of time for final projects and final assessment of your students.

Model and expect your students to complete self-evaluation of their year-long learning experience.

Invest the necessary time to leave your classroom and files in an orderly condition.

Set personal and professional goals for June, July, and August

Check out this site <http://spacelink.nasa.gov/education.file>

May

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2003