



# SURVIVE AND THRIVE FOR **ALL TEACHERS**

The list below provides resources for each month of the year, is not all-inclusive, and may be modified to the needs of each teacher. **In addition to utilizing the Survive and Thrive for ALL TEACHERS**, there are specific resources and guidelines for the specialized positions of **SPED, School Counselors and Library Media Specialists**.

**Look for the coral ribbon before each semester to find the month-by-month guidelines for these positions.**

## BEFORE CLASSES BEGIN

*Resources vital in preparing for successful classes*

### **PROCEDURES AND ROUTINES**

- Resources for Right-This-Minute
  - [Life Hacks, Tips, and Advice for New Educators](#)
  - [10 Teacher Hacks You Wish You Would Have Thought Of](#)
  - [School Starter Kit \(Customizable\)](#)
- Flexible Seating
  - [Flexible Seating for Secondary](#)
  - [Flexible Seating Elevates Student Engagement](#)
- Getting Ready: Review
  - Information (School district; Parent contact; Medical)
  - School district safety procedures (Fire Drill, Tornado, Active shooter).
  - Schedules (Classroom, Special Classes, Pullouts, Duty)
  - Required school forms.
  - District homework/grading policy.
- Classroom management plan
  - [A Successful First Day is No Secret](#)
  - [First Day of School: Laying the Groundwork](#)
  - [Top 12 Classroom Dos and Don'ts](#)
  - [Strategies: Elementary](#)
  - [Strategies: Middle School](#)
  - [Strategies: High School](#)
- Plan for physical classroom environment
  - [Teacher Tools and Templates" from Education World.](#)
- Welcome letters to parents or guardians
  - [Welcome Letter Template from Education World.](#)
- Set up technology accounts as directed by school district.
- Review school district policies and school culture expectations (regarding use of social media, use of cellphones, professional dress).

### **PROFESSIONALISM**

- Interpersonal relationships with school community members (administrative assistant, nurse, custodian, resource officers, parents, colleagues, etc.)
  - [7 Ways to Get Along with Colleagues at Work](#)

- [Family and Community Engagement](#)
- Discuss confidentiality expectations, including district procedures for counselor referrals.
- Prepare substitute notebook.
  - [Substitute Teaching Emergency Kit by Student Handouts.](#)
  - [How to Create a Sub Plan, Sub Binder, and Emergency Sub Plans](#)
  - [Example of ELA Emergency plan for Distance Learning](#)

### **INSTRUCTIONAL PLANNING**

- [Preparing for Cultural Diversity: Resources for Teachers](#)
- Plan first day activities (interest inventories, Get to Know You activities, Syllabus/course overview, school handbook, dress code, discipline policy, required forms).
  - [Elementary](#)
  - [Middle School](#)
  - [High School](#)
  - [More ideas on Pinterest.](#)
- Plan for remote teaching
  - [Tips for Teaching Remotely](#)
- Reviewing student data (504, Special, AIPs, G/T, ALE, ESL, etc.)

## **SURVIVE AND THRIVE CALENDAR**

*The list below provides resources for each month of the year, is not all-inclusive, and may be modified to the needs of each teacher.*

### **FIRST SEMESTER**

Additional info [Special Education Instructors](#) | [School Counselors](#) | [Library Media Specialists](#)

#### **August**

- [School Starter Kit](#) (scroll down and click on School Starter Kit link)
- Acquire and review student data (504, IEPs, medical alerts, etc.)
- Open House
  - [Prep for Open House](#)
  - [Holding an informative, stress-free event for families](#)
  - [Hosting a Successful Open House](#)
  - [Open House Resources](#)
- [Obtain classroom materials and supplies](#)
- Review school district curriculum pacing guides
- Discuss professional organization membership opportunities
- Print and review District/School calendar

#### **September**

- Review district policies re: student activities (club activities, field trips, guest speakers, etc.; required forms to plan activities outside the classroom)
- Prepare interim reports/report cards (ongoing task)
- [Preparing for Parent/Teacher conferences \(ongoing task\)](#)
- [How Effective Educators Prepare for Parent-Teacher Conferences](#)
- [15 Tips for Leading Productive Parent-Teacher Conferences](#)
- [Parent-Teacher Conferences: Strategies for Principals, Teachers, and Parents](#)
- Student Screeners and Assessments as defined by State required assessments

#### **October**

- Insurance/open enrollment
- End-of-quarter procedure
- Fall festivals
  - [Throwing a Fall Festival at School](#)

- [Explore Fall Festival Ideas](#)

## **November**

- Prepare interim reports/report cards (ongoing task)
- Review school district inclement weather policy
- [Thanksgiving Activities and Worksheets K-12](#)

## **December**

- [Mid-year assessments and data review](#)
- \*Secondary – Semester test schedule (review policies)
- Winter festivals/parties/assemblies
  - [Winter Carnival Ideas](#)

# SECOND SEMESTER

Additional info [Special Education Instructors](#) | [School Counselors](#) | [Library Media Specialists](#)

## **January**

- Review with your students your classroom procedures, expectations, etc.
- Review school district inclement weather policy

## **February**

- Plan for state assessments: procedures and schedules for state assessments ([Code of Ethics](#))
- Prepare for upcoming Parent/Teacher conferences
  - [http://www.educationworld.com/a\\_curr/strategy/strategy046.shtml](http://www.educationworld.com/a_curr/strategy/strategy046.shtml)
  - <http://www.edutopia.org/blog/parent-teacher-conference-resources-matt-davis>
- Grant application/loan forgiveness process (including district opportunities and Loan Forgiveness Program)
  - [Donors Choose](#)
  - [Teachers Pay Teachers](#)
  - [Arkansas Humanities Council](#)
  - [Arkansas Reading Association](#)
  - [Federal Education Budget Project](#)

## **March**

- Testing, if applicable
- End-of-Year Survey

## **April**

- Testing, if applicable
- Prepare PGP (with administrator) for upcoming school year

## **May**

- Plan (with administrator) for your professional development
- Plan and prepare for student activities (parties, cookouts, activities, etc.)
- \*Secondary: Plan and prepare for student activities (senior activities, etc.)
- [End of Year Assignments and Activities for Every Grade](#)
- End-of-year preparation as directed by school district (inventories, technology, permanent records (grades), summer maintenance list, classroom shutdown, supply list)

## **June**

- ❖ Rest, Relax, Rejuvenate!

# **CONNECT FURTHER**

*additional resources that may be of value to you*

## **General Information**

- Local Co-op website for resource materials and professional development opportunities  
[local cooperative education website](#)
- [ADE website](#) (including [Teacher Induction page](#))
- Check Commissioner's Memos to know current information re: Arkansas education  
[Commissioner's Memos](#)
  
- Review rubric use and design  
<https://www.teachersfirst.com/lessons/rubrics/what-are-rubrics.cfm>  
<http://baburke.edublogs.org/files/2014/04/PCR-Rubric-Pack-1pc5x6j.pdf>  
<http://www.cultofpedagogy.com/holistic-analytic-single-point-rubrics/>
  
- Review State Ethics policies  
[Code of Ethics](#)
  
- ["Snapshot of the Teaching Profession: What's Changed Over a Decade?"](#)
- ["Returning to Teaching after a Career Break"](#)
- Personalized Learning <https://www.edutopia.org/blog/what-is-personalization-really-mike-martin-adam-bunting>
- Project Based Learning (PBL)  
[https://www.bie.org/about/what\\_pbl](https://www.bie.org/about/what_pbl)
- STEM and STEAM curriculum  
<http://www.livescience.com/43296-what-is-stem-education.html>  
<http://educationcloset.com/steam/what-is-steam/>  
<http://www.edweek.org/tm/articles/2014/11/18/ctq-jolly-stem-vs-steam.html>