SURVIVE AND THRIVE
FOR
ALL TEACHERS
INCLUDING TEACHERS IN SPECIALTY AREAS

This Survive and Thrive Resource applies to ALL TEACHERS.

- **Before Classes Begin**: resources crucial to preparing for a successful class
- **Survive and Thrive Monthly Calendar**: resources for each month of the year
- **Connect Further**: additional resources for you

Teachers in specialized positions have an additional Survive and Thrive specific to that position. The hyperlinks for those specialized positions are found in the calendar in a coral band at the end of each month.

Use BOTH the Survive and Thrive for all teachers and the Survive and Thrive for your specialized position to glean the full benefit of resources that have been made available to you.

BEFORE CLASSES BEGIN

*Resources crucial to preparing for a successful class*

**PROCEDURES AND ROUTINES**

- Classroom management plan
  - “A Successful First Day is No Secret”
  - Laying the Groundwork
  - "Advice for First Year Teachers From the Principals Who Hired Them" from Education World.
  - "The New Teacher Advisor" from Education World.
- 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)
  ○ "Can Teachers Make 'Business Casual' Work?" from Education World.

PROFESSIONALISM
● Discuss interpersonal relationships with school community members (administrative assistant, nurse, custodian, resource officers, parents, colleagues, etc.)
  ● 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" from Teach Junkie.

INSTRUCTIONAL PLANNING
● Information (School district; Parent contact; Medical)
● Review school district safety procedures (Fire Drill, Tornado, Active shooter)
● Schedules (Classroom, Special Classes, Pullouts, Duty)
● Prepare checklist for required school forms
● Review district homework/grading policy
● Plan first day activities (interest inventories, Get to Know You activities, Syllabus/course overview, school handbook, dress code, discipline policy, required forms)
  ● "First Day of School Activities" on Pinterest.
  ● Reviewing student data (504, Special, AIPs, G/T, ALE, ESL, etc.)
  ● “Welcoming Families of Different Cultures” by Carol Davis and Alice Yang

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Elementary/Middle</th>
<th>Secondary</th>
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</table>
| August | · Read: “A Successful First Day is No Secret” [http://www.teachers.net/wong/SEP05/](http://www.teachers.net/wong/SEP05/)
  · Acquire and review student data (504, IEPS, medical alerts, etc.)
  · Obtain classroom materials and supplies [https://www.pinterest.com/search/pins/?q=school%20supplies%20on%20a%20budget](https://www.pinterest.com/search/pins/?q=school%20supplies%20on%20a%20budget)
  · Review school district curriculum pacing guides
  · Discuss professional organization membership opportunities
  · Print and review District/School calendar | · Read: “A Successful First Day is No Secret” [http://www.teachers.net/wong/SEP05/](http://www.teachers.net/wong/SEP05/)
  · Acquire and review student data (504, IEPS, medical alerts, etc.)
  · Obtain classroom materials and supplies [https://www.pinterest.com/search/pins/?q=school%20supplies%20on%20a%20budget](https://www.pinterest.com/search/pins/?q=school%20supplies%20on%20a%20budget)
  · 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)
- Preparing interim reports/report cards (ongoing task)
- Preparing for Parent/Teacher conferences (ongoing task)
- Review district policies re: student activities (club activities, field trips, guest speakers, etc.; required forms to plan activities outside the classroom)
- Preparing interim reports/report cards (ongoing task)
- Preparing for Parent/Teacher Conferences (ongoing task)
- Student Screeners and Assessments as defined by State required assessments

### October

- End-of-quarter procedures
- Fall festivals/parties/assemblies
- End-of-quarter procedures
- Festivals/parties/assemblies

### November

- Preparing interim reports/report cards (ongoing task)
- Review school district inclement weather policy
- Preparing interim reports/report cards (ongoing task)
- Review school district inclement weather policy

### December

- Mid-year assessments and data review
  - Winter festivals/parties/assemblies
- Mid-year assessments and data review
  - Semester test schedule (review policies)
  - Winter festivals/parties/assemblies

### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Month</th>
<th>Elementary/Middle</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Review with your students your classroom procedures, expectations, etc.</td>
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</tbody>
</table>
  - 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](http://www.edutopia.org/blog/parent-teacher-conference-resources-matt-davis)
<table>
<thead>
<tr>
<th>Month</th>
<th>Additional Info for: Non-Traditional / Out-of-State / Returning to EdU / SPED / School Counselors / Library Media Specialists</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Testing, if applicable&lt;br&gt;End-of-Year Survey</td>
</tr>
<tr>
<td>April</td>
<td>Testing, if applicable&lt;br&gt;Prepare PGP (with administrator) for upcoming school year</td>
</tr>
<tr>
<td>May</td>
<td>Plan (with administrator) for your professional development&lt;br&gt;Plan and prepare for student activities (parties, cookouts, activities, etc.)&lt;br&gt;End-of-year preparation as directed by school district (inventories, technology, permanent records (grades), summer maintenance list, classroom shutdown, supply list)</td>
</tr>
<tr>
<td>June</td>
<td>Rest, Relax, Rejuvenate!</td>
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**CONNECT FURTHER:**

**General Information**

- Local Co-op website for resource materials and professional development opportunities: [local educational cooperative website](#)
- Check Commissioner’s Memos to know current information re: Arkansas education: [Http://adecm.arkansas.gov](http://adecm.arkansas.gov)
- Review State Ethics policies: [Http://adecm.arkansas.gov](http://adecm.arkansas.gov)

**Procedures and Routines**

Plan for physical classroom environment
http://www.educationworld.com/tools_templates/index.shtml#bulletin

Welcome letters to parents or guardians
http://www.educationworld.com/tools_templates/welcome_letter.doc

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)
http://www.educationworld.com/a_curr/archives/can_teachers_make_business_casual_work.shtml

Professionalism
· Discuss interpersonal relationships with school community members (administrative assistant, nurse, custodian, resource officers, parents, colleagues, etc.)
· Prepare substitute notebook
  http://www.studenthandouts.com/subfolder/substituteteaching.htm
  http://www.teachjunkie.com/planning/sub-plans-emergency-sub-plans/
· Discuss confidentiality expectations including district procedures for counselor referrals

Instructional Planning
· Information (School district; Parent contact; Medical)
· Review school district safety procedures (Fire Drill, Tornado, Active shooter)
· Schedules (Classroom, Special Classes, Pull-outs, Duty)
· Prepare checklist for required school forms
· Review district homework/grading policy
· Plan first day activities (interest inventories, Get-to-know-you activities, Syllabus/course overview, school handbook, dress code, discipline policy, required forms)
  https://www.pinterest.com/search/pins/?q=first%20day%20of%20school%20activities%20for%20secondary%20students
· Reviewing student data (504, Special Education, AIPs, G/T, ALE, ESL (cultural diversity and sensitivity), etc.)
  http://www.educationworld.com/a_curr/responsiveclassroom/responsiveclassroom008.shtml