# Dual Immersion
## New Partner Task List

<table>
<thead>
<tr>
<th>Target Language Teacher:</th>
<th>Items:</th>
<th>English Language Teacher:</th>
<th>Date:</th>
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### Logistics

1. Prepare your Schedule/Transitions
   - Create a Daily Schedule
     - Total the hours in the school day.
     - Subtract recess and lunch times.
     - Subtract special classes (P.E., Art, Music, etc.)
     - Divide instructional time equally between the two classes.
     - Time between classes should be the same by the end of a two week cycle
   - Identify Transition Times
     - Least amount of transitions
       (Use recess and lunch as transitions when possible)
   - Determine your schedule for alternating am/pm groups
     - A/B days
     - Weekly
     - Monthly

2. Classroom Setup
   - Choose colors to identify your classes
   - Tables or desks grouped appropriately for grade level
     (Similar set-up between classrooms is helpful)
   - If/how materials will be transported between classes
     - Totes, shared desk space, cubbies, magazine boxes, shared materials, etc.

3. Plan your first day of school
   - Schedule time to teach and practice procedures in both classes
   - Plan community building activities
Classroom Management

1. Discuss Management Plan
   - Determine a behavior system that is similar and would work in both classrooms
   - Determine classroom expectations (align with school-wide expectations)
   - Determine rewards/reinforcements for appropriate behaviors
   - Determine consequences for inappropriate behaviors
   - Determine Holiday/Birthday/Special celebrations

2. Identify procedures – Teach, practice and reinforce procedures repeatedly during the first two weeks of school in both languages
   - Signals or attention getters that will be used
   - Procedures that involve moving away from the desk
     - Small groups, gathering area, water fountain, sharpening pencils, putting away materials, lining up, bathroom, cleaning up
     - Procedures transitioning between classrooms
     - Back packs, lunches, desk materials, exit and enter

Communication

1. Identify partner communication plan
   - How to communicate when students are present
   - Schedule Collaboration Times
     - Daily/Weekly Partner Meetings
     - Weekly Grade Level Meetings

2. Identify parent communication plan
   - Back to School Letter
     - Introduce both teachers
     - Explanation of separation of languages
   - Class Newsletter
     - Weekly
     - Monthly
   - Day-to-day Communication
     - E-mail
     - Phone Calls
     - Scheduled meetings
   - Plan Back to School Night
     - Prepare Class Disclosure Document