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| **Dual Immersion**  **New Partner Task List** | |
| **Target Language Teacher:** | |  |  | | --- | --- | | **Items:** | **Date:** | | **/      /** |     **Logistics**  **Classroom Management**  **Communication** |
| **English Language Teacher:** |
| **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 | |

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| **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 |