

Dual Immersion New Partner Task List

Target Language Teacher:	Items:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Date: / /</div>
English Language Teacher:	<input type="checkbox"/> Logistics <input type="checkbox"/> Classroom Management <input type="checkbox"/> Communication	

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