

Dual Language Immersion New Partner Task List

Partner Language Teacher	Items: <input type="checkbox"/> Logistics <input type="checkbox"/> Classroom Management <input type="checkbox"/> 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
 - Use recess and lunch as transitions when possible.

- Determine your schedule for alternating am/pm classes
 - Daily-A/B Days
 - Weekly
 - Monthly

2. Classroom Setup

- Choose colors to identify classes
- Tables or desks grouped appropriately for grade level
(Similar set-up between classrooms can be helpful but is not required.)
- If/how materials will be transported between classes
(Totes, shared desk space, cubbies, magazine boxes, etc.)

3. Attendance and Lunch Count

- Plan how lunch and attendance will be recorded.

4. 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 or can be supported in both classrooms.
- Determine classroom expectations.
(Should align with school-wide expectations.)
- Determine rewards/reinforcements for appropriate behaviors.
- Determine consequences for inappropriate behaviors.
- Determine how holiday/birthday/special occasions will be celebrated.

2. Identify Procedures – Teach, practice and reinforce procedures repeatedly during the first two weeks of school in both languages. (See Classroom Procedures document)

- Establish signals and attention getters to be used.
- Identify procedures that involve movement or transition
(Small groups, gathering area, water fountain, sharpening pencils, putting away materials, lining up, bathroom, clean up, lunch, transition between classrooms, backpacks, exit, enter, dismissal, etc.)

Communication

1. Identify Partner Communication Plan

- How to communicate with each other/others when students are present.
- Schedule collaboration meeting times
 - Daily/weekly partner collaboration
(use Collaboration Protocol Template. Document found at-
www.utahdli.org : Languages : English : Collaboration Templates)
 - Weekly grade level meeting

2. Identify Parent Communication Plan

- Back to school and disclosure letters.
(Introduce both teachers. Explain separation of languages.)
- Class or grade level newsletter
(Sent weekly or monthly?)
- Day-to-Day Communication
(email, phone calls, scheduled meetings)
- Plan Back to School Night
 - Prepare class disclosure statement (examples found at-
www.utahdli.org : Languages : English : Documents)

3. Review and Discuss Troubleshooting Discussion Points

(See Troubleshooting Discussion Points document)

Troubleshooting Discussion Points

CLASSROOM CULTURE

- What would your ideal classroom look like, sound like, act like?
- How do you get the student's or class attention?
- What is inappropriate to do as a student in a classroom?
- What is inappropriate to do as a teacher in a classroom?
- How do you discipline bad behavior?
- What is an appropriate noise level for a classroom?
- How do you speak to students in different situations?
- What is your favorite thing about being a teacher?

COMMUNICATION with PARENTS

- How do you communicate with your parents?
- What do Parent Conferences look like for you?
- How do you talk to parents and how do they receive it?
- Are you okay always meeting with parents together?
- What do reports/feedback/grades look like?
- What do parents expect from Teacher/Schools?
- How do you feel about contacting or outreaching to parents?

TEAM AND PARTNERSHIP

- When do you arrive or leave the building?
- What is appropriate for a team/faculty/district meeting?
- How do you eat lunch at your school?
- How do you communicate and treat your administrators?
- What do you expect from your partner teacher?
- How can we handle conflict with us/team/students/school etc.?
- What is the dress code and code of conduct look like?
- What is your biggest challenge as a teacher?

Classroom Procedures

- Entering the Classroom
- Getting to work immediately
- Listening to and responding to questions
- Participating in class discussions
- Keeping your desk orderly
- Checking out classroom materials
- Indicating whether or not you understand
- Coming to attention
- Working cooperatively
- Changing groups
- Using your notebook
- Going to the office
- Knowing the schedule for the day or class
- Keeping a progress report
- Finding directions for each assignment
- Passing in papers
- Exchanging papers
- Returning student work
- Getting materials without disturbing others
- Moving about the room
- Going to the library or tech center
- Structuring headings on papers
- Returning to a task after an interruption
- Asking a question
- Walking in the hall during class time
- Responding to a fire drill
- Responding to an earthquake
- Responding to a severe weather alert
- Saying “thank you”
- When you are tardy
- End of period class dismissal
- When you need a pencil or paper
- When you are absent
- When you need help or conferencing
- When you finish early
- When a schoolwide announcement is made
- When visitors are in the classroom
- If the teacher is out of the classroom
- If you are suddenly ill