



Amanda's Go-To Guide

To see a list of all of the items in the binder, go to the **Going Beyond** folder for Chapter 23 or scan the QR Code in the book.

Amanda Brooks Bivens' and Cindy Taylor's Effective Teacher's Go-To Guide TABLE OF CONTENTS

A. General

1. Title Page
2. Class List (print and cut as checklist of names)
3. Student Names in Cells (for cutting out/adhering to magnets)
4. Class List Separated by Gender (for gender-specific paperwork, etc.)
5. Blank Assignment Sheet Checklist (cells for names on side, cells for assignment name on top)

B. Schedules and Procedures

6. Teacher's Daily Schedule (for the current school year)
7. Daily Schedule (period by period schedule for each day of the week)
8. School Bell Schedule
9. Class Rules (Do's and Don'ts)
10. List of Consequences
11. School Rules
12. School Gym Rules
13. Class Procedures (Morning; Communication with teacher; Before lunch; After lunch; End of day; Pencils; Homework; Hallway; Bathroom; Lunch; and other activities—Gym, Library, Music)
14. School Restraint Plan

C. Parent Contact

15. School District Master Information List (student information)
16. Weekly Newsletter
17. Weekly Homework Assignment Log
18. Parent-Teacher Conference Form
19. Nurse Sheet Identifying Student Allergies

D. Meetings

20. Agendas from all Meetings

E. Substitute Teacher Plan

21. Lesson Plan (showing activity schedule)
22. What to Know About Our Class (special activities, helpers)
23. Daily Schedule
24. Additional Copy of Teacher Schedule and Class Roster
25. School's Emergency Drill Procedures
26. School Map (showing building layouts and major utilities)
27. List of Class Jobs

F. Test Data

28. List of Important Passwords and Teacher License Number
29. Student Goal Sheet (to record testing data and set goals with student)
30. Testing Data Tracking Form (graph for student to use to track own progress)
31. Sample Testing Data Tracking Form (showing green-yellow-red format, with Advanced in blue)
32. Testing Data Spreadsheet (scores are shown in green-yellow-red format, with Advanced in blue)
33. AR/AM Class Reports (Accelerated Reading and Math)
34. Response to Intervention (RTI) (lists of students' diagnostic reports)
35. STAR Testing Class Reports
36. ThinkLink Reports (assessment program administered through Discovery Education)
37. Honor Roll—All A's (boxes to put names of students for each school session/quarter)
38. Honor Roll—A's and B's (boxes to put names of students for each school session/quarter)

G. Observations and Walkthroughs

39. Formal Observations and Walkthroughs Tracking Table (listing date/time, type of observation, subject)
40. Instruction Rubric (Tennessee Educator Acceleration Model)
41. Principal's Walkthrough Form
42. In-Service Hours Form (tracking form for in-service hours outside school work day)
43. Individual Professional Development (tracking sheet for books read, podcasts, conferences, etc.)
44. Certificates from Training Attended/Completed

H. Beginning of School

45. List of 10 Things to Remember Every Day
46. First Day of School Script
47. Welcome Back Letter (mailed to each parent at beginning of school year)
48. Welcome Letter for Student (placed on each student's desk on the first day of school)
49. Interest Inventory Sheet (a form for students to fill out with get-to-know-you information)
50. Partner Interview Sheet (questions to ask partner for acquaintance)
51. Star Goal (star shape with line for student's name and goal, to be cut out and decorated)
52. "I Can't" Funeral Procedure (a farewell to the "I can't" attitude)
53. "The Voice" by Shel Silverstein (handed out to each student)
54. Poetry Explosion (instructions for this writing device)
55. Parent Letter (form for parents to fill out telling teacher their child's specific needs)
56. List of Back to School Night Necessities
57. Supply List for the Current School Year
58. PowerPoint Slides for First Day
59. First Day Activities
60. Welcome Packet (given to parents during Back to School night or sent home with students on first day)
61. Things to Remember for Next Year (place to start a list)
62. Things to Buy/Order (blank list)
63. List of Excellent Resources for Teachers