

Attendance

- Use a seating chart to assist in taking attendance at one glance
 - Place in plastic protector and use an overhead pen to mark out absent students each class, then record at end of day
 - Very useful at beginning of school when you don't know student names
- Always use a hard copy to record daily attendance
 - School should provide attendance books
 - Can use print off class records off NCWise
- Follow school's attendance and tardy policy. Some schools may still use bubble sheets that you record attendance on and send to office. Most schools now use NCWise, which is a computerized version.
- Take attendance FIRST!!!
 - Beneficial to have a warm up, bell work, Do Now, etc. to have students engaged in something while you get class started. (This should be checked or graded somehow)
 - Make sure to ask previously absent students for their excused note (should be an office note, not a parent note)
 - Have a system to mark different types of absences: excused, unexcused, field trip, suspension, testing, or just tardy

Make Up Work

- ❖ Strive to stress student responsibility for getting missed work
- ❖ Various ways to have work available:
 - Notebook labeled with days of the month and put handouts under each day with student names.
 - Notebook labeled with days of the month and each day write what the class did and what the assignments were. Can also have any handouts in the section if needed.
 - Student helper can do this
 - Create a website and post the assignment and in class have a place for missed handouts
 - Students responsibility to get notes from a neighbor
 - Get a hanging file folder crate:
 - Either have a folder for each student and place missing handout in individual folder(s)
 - Have folders for the days of the week and place extra handouts in there
 - Get a 3-tier tray system for make up work:
 - 1. Assignment log / Copies of notes
 - 2. Extra handouts
 - 3. Turn in tray
 - Extended absences:
 - Copy notes if possible for each day missed
 - Keep a file with all handouts during absence
 - Assign a textbook (if needed) for help at home upon return
 - Give the student a "tutor" buddy (advanced student in class) to help student upon return
 - Allow an appropriate amount of time for student to make up all missed work

Seating Chart

- ⇒ Have a seating chart the very first day of school!!!!
- ⇒ Easiest to do alphabetical at first (try putting the end of the alphabet up front)
 - Helps with attendance, homework checks, etc.
 - Helps with name memorization
- ⇒ Rearrange seats as needed
 - Every new quarter
 - Discipline problems
- ⇒ Arrange desks so you can see all students and avoid areas of high traffic
- ⇒ Create a hard copy:
 - Hand draw using graph paper
 - Word document
 - Computerized version
 - www.smartdraw.com (can attach pics of your students)
 - <http://teacher.scholastic.com/tools> (easy to create)

Grade books

- “Old School” teachers use a calculator!
- Integrate, NCWise, or Excel also work but enter grades a little at the time to avoid a big pile up at interim time
- Make sure to keep a “hard copy” grade book as well and set aside enough pages for all grading periods; keep classes separate. Within each class and grading period it is helpful to use a different color for different assignments or keep different assignments separate
- Depending on school policy you will set percentages to different assignments