

*We're All In This Together*  
*Teaming in a Middle Level School*



*Offered By:*

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# SCHOOL

## EXPLORATORY TEAM

### GRADE GRADE GRADE

#### TEAM TEAM TEAM

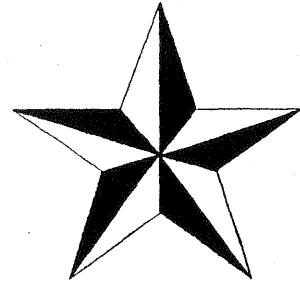
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STUDENT

# **Fifty Things That GREAT Teams Do!!!!**



1. COORDINATE HOMEWORK
2. COORDINATE TESTS AND QUIZZES
3. CONDUCT JOINT PARENT CONFERENCES
4. CONDUCT JOINT STUDENT CONFERENCES
5. COORDINATE WITH THEIR COUNSELOR
6. USE SUPPORT FOLKS SUCH AS THE MEDIA SPECIALIST  
AND THE ADMINISTRATION ON A REGULAR BASIS
7. CONDUCT FULL STUDENT TEAM MEETINGS ON A REGULAR  
BASIS
8. GIVE FREQUENT STUDENT AWARDS AND REWARDS ON  
A REGULAR BASIS
9. HAVE WRITTEN TEAM POLICIES FOR STUDENTS
10. HAVE COMMON DISCIPLINE POLICIES
11. HAVE TEAM BULLETIN BOARDS
12. MONITOR STUDENT ACADEMIC AND PERSONAL  
PROGRESS ON A REGULAR BASIS
13. MEET OFTEN (AT LEAST 3 TIMES PER WEEK)
14. PROVIDE TEAM BACK-TO-SCHOOL NIGHT EXPERIENCES  
FOR PARENTS
15. HAVE COMMON RULES FOR PROVIDING HOMEWORK TO  
ABSENT STUDENTS
16. HAVE COMMON PAPER HEADINGS
17. KEEP A TEAM CALENDAR
18. HOLD TEAM DETENTIONS
19. CONDUCT TEAM HELP SESSIONS FOR STUDENTS
20. HAVE AND MAINTAIN A STRONG TEAM IDENTITY
21. HAVE TEAM PROFESSIONAL READING SESSIONS
22. MAINTAIN A TEAM NOTEBOOK/DISC COMPLETE WITH  
AGENDAS, MINUTES, TELEPHONE LOGS, CONFERENCE  
FORMS, ETC.
23. HAVE A TEAM HANDBOOK FOR NEW TEACHERS
24. WRITE AND DISTRIBUTE A TEAM NEWSLETTER

25. HAVE AND FLEX A BLOCK OF TIME SCHEDULE
26. CONDUCT INTERDISCIPLINARY UNITS AFTER MAPPING THE TEAM CURRICULUM
27. HAVE COMMON GRADING POLICIES
28. HAVE COMMON POLICIES REGARDING EXTRA CREDIT
29. HAVE COMMON POLICIES REGARDING LATE ASSIGNMENTS
30. SWITCH TEACHING ASSIGNMENTS FOR A DAY WITHIN THE TEAM!!!!
31. CONDUCT A TEAM LOCK-IN
32. SCHEDULE AND RESCHEDULE OWN STUDENTS
33. GO ON TEAM FIELD TRIPS
34. HAVE TEAM GUEST SPEAKERS
35. ASSIST IN THE HIRING OF NEW TEAM MEMBERS
36. HAVE A SKILL OF THE WEEK BASED ON STATE TEST RESULTS
37. HAVE TEAM VOCABULARY OF THE WEEK
38. PLAN FOR SPECIAL EDUCATION STUDENT NEEDS CLOSELY WITH SPECIAL EDUCATION TEACHERS
39. COORDINATE AND COMMUNICATE WITH EXPLORATORY TEACHERS
40. CREATE AND MONITOR YEARLY TEAM GOALS
41. ESTABLISH COMMON CLASSROOM RULES
42. ESTABLISH COMMON TARDY POLICIES
43. HAVE COMMON TEAM SUPPLY LIST
44. REDESIGN FIRST DAY(S) OF SCHOOL TO ENHANCE TEAM IDENTITY
45. HAVE A TEAM BROCHURE
46. SHARE WEEKLY CONTENT INFORMATION
47. MONITOR AND VARY DAILY TEACHING STRATEGIES
48. CREATE A TEAM WEBSITE
49. PREPARE STUDENTS FOR STATE AND NATIONAL TESTS
50. COMMUNICATE CLOSELY WITH PARENTS
51. TEAM ANYTHING!!!!!!!!!!!!!!



# March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February 2007	<a href="http://Printfree.com">Printfree.com</a> <a href="#">Printable Calendars</a>					April 2007

# Cracker Jack Award

"RECOGNIZING A PRIZE IN EVERY ONE OF US"

PRESENTED TO \_\_\_\_\_

FOR \_\_\_\_\_

\_\_\_\_\_

THE CONTENDERS TEAM





# TEAM PLANNING LOG

## BATAVIA MIDDLE SCHOOL

TEAM \_\_\_\_\_ TO \_\_\_\_\_ WEEK OF \_\_\_\_\_

---

Organized Knowledge

---

Skills

---

Teacher Advisory Activities (TAP/QUEST)? What days will they occur? M T W TH F

---

Interdisciplinary Teaching

---

Utilization of Block Time

---

Meeting the Needs of the Gifted/Talented Student

---

Future Plans

---

Progress Towards Team Goal

---

Teacher Use of LRC

Student Use of LRC

---

PR opportunities two weeks from now (TEAM, TEACHER, STUDENT, CLUB/SPORT). What person will write the press release \_\_\_\_\_? To HJW by what date \_\_\_\_\_?



# *Welcome Back!*

Dear Student,

Greetings from Your Teachers!

We're glad you're reading this, and we would like to personally welcome you to Your Team and Middle School. We invite you to share in our excitement as we begin the new school year in our building.

Our batteries are recharged with new ideas and positive thoughts to spark our students to realize their potential. You will share enthusiastic, unique, and challenging experiences with your teammates, as well as the freedom to explore, experiment, discuss, debate, take risks, problem solve, and apply your own unique characteristics throughout the year.

As a team we will celebrate the many successes you will experience as a student on the team. Success does not necessarily mean getting straight A's or winning contests. Success is knowing that you worked hard, and did YOUR best! Below is a checklist to help you get off to a great start!!

- ✓ Come prepared with all of your school supplies from the first day on.
- ✓ Come with an open mind, a big smile, and a positive attitude.
- ✓ If you're nervous, not a problem, so are all your teammates.
- ✓ Be prepared to seek knowledge and have fun.
- ✓ Most of all RELAX and ask any adult if you have any questions at any time.

This year certainly promises to offer new and wonderful experiences for all. We know you will share in our enthusiasm for the upcoming school year!!!

Have a wonderful and relaxing end of the summer.

*(signatures here)*

Your Teachers

## TEAM MEMBERS' ROLES AND RESPONSIBILITIES

Connie	David	Audrey	Armetta
<ol style="list-style-type: none"> <li>1. Star of the day</li> <li>2. Recorder</li> <li>3. Student Appreciation</li> <li>4. 100% Club</li> <li>5. North Star Liaison</li> <li>6. Schedule Master</li> <li>7. Bulletin Boards</li> </ol>	<ol style="list-style-type: none"> <li>1. Public Relations</li> <li>2. Record Keeper (phone, team book, action plans, student folders, Fri. Reports)</li> <li>3. PTO Liaison</li> <li>4. Homework Club</li> <li>5. Team Calendar</li> <li>6. Team photographer, videotape etc...</li> <li>7. VTS Liaison</li> <li>8. Social Committee Rep.</li> <li>9. Student Ambassadors</li> <li>10. Camp Liaison</li> <li>11. Room Reservations</li> <li>12. Explo/Wellness Liaison</li> </ol>	<ol style="list-style-type: none"> <li>1. Corresponding secretary (Thank yous, Staff gifts etc...)</li> <li>2. Student B-Days</li> <li>3. IDU Keeper</li> <li>4. Liaison to SSD</li> <li>5. Library Liaison</li> <li>6. Central &amp; East Liaison</li> </ol>	<ol style="list-style-type: none"> <li>1. Volunteer Coordinator</li> <li>2. Team Celebration</li> <li>3. Staff Advisory</li> <li>4. Locker Coordinator</li> <li>5. REACH Liaison</li> <li>6. Adm. Liaison</li> <li>7. Treasurer</li> <li>8. Team Scrapbook</li> <li>9. Schedule Master</li> <li>10. Team Leader</li> </ol>

## DAILY TEAM MEETING OUTLINE

### **MONDAY—Star of the Day/Parent Contacts**

1. Evaluate agenda for the week
2. IDU/share curriculum

### **TUESDAY—Star of the Day/Parent Contacts**

1. Student concerns
2. Student conferences
3. Discuss IDU

### **WEDNESDAY—Star of the Day/Parent Contacts**

1. Student concerns
2. Student conferences
3. Plan IDU
4. Student of the week

### **THURSDAY—Star of the Day/Parent Contacts**

1. Reports from SSD contact person
2. Discuss concerns with counselor and principal

### **FRIDAY—Star of the Day/Parent Contacts**

1. Discuss concerns with Chris/Reports from other contact people
2. Calendar update
3. Set agenda for next week
4. Friday reports



**TOOL 2**  
**Roles and Functions of Team Members**

<b>Facilitator</b>	Preside over meetings <ul style="list-style-type: none"><li>• arrange agenda, move meeting forward, keep people on task</li><li>• bring up new and review old business (make sure it gets done)</li><li>• liaison between team and other staff</li></ul> Solve conflicts between team members <ul style="list-style-type: none"><li>• approaches members in conflict and suggests mediator; if necessary will assist in setting up</li><li>• if conflict includes facilitator, time keeper would take on this responsibility</li><li>• coordinates resource people (team service)</li><li>• facilitate correlation of subjects – tie in topics between classes</li></ul>
<b>Curriculum Coordinator</b>	Keep calendar of tests, curriculum and weekly topic agenda for each discipline represented on a team
<b>Notetaker/Recorder</b>	Keep written record of planning topics, decisions, agendas, and make copies for all team members
<b>Time Keeper</b>	Alert team to stay on topic Alert team to time remaining 5 minutes before end of period
<b>Librarian</b>	Keep copies of progress reports for each student Keep files and team notebook in central location Responsible for team resource material such as award certificates, etc.
<b>Treasurer</b>	Keep accurate account of monies belonging to team In charge of fund raising
<b>Field Trip Coordinator</b>	Coordinate field trips among own and other teams Research possible places for field trips for team
<b>P. R. Person</b>	In charge of newspaper/newsletter articles In charge of bulletin boards (hallways only) Contact person for media
<b>Special Event Coordinator</b>	Arbor Day, Martin Luther King, Jr., Birthday, etc. Award ceremonies, special speakers for team, etc.

# TEAM AGENDA

Date: \_\_\_\_\_

People Present: \_\_\_\_\_

Daily — • Parent Contacts Update • Star of the Day • Student Birthdays

Items to be Discussed:

Decisions

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

Delegated Tasks:

Person Responsible/Time:

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

**KEY:** ! Task Completed + Planned Forward X Task Deleted DT Delegated Task \* In Process

# TEAM GOALS

1. Follow through with roles and responsibilities divided by team members.
2. Keep students' folders up-to-date, phone calls, schedules, etc.
3. Share lesson plans with each other, such as: homework, due dates, etc.
4. Better and more communication with Explo, Wellness, P.E., Special District, and Reach.
5. Meet with Counselor and Principal on a weekly basis.
6. Continue to build a strong sense of team identity for students.
7. Evaluate and continue developing programs such as: Kickoff, IDU's, team celebration, and other programs.
8. Look for avenues of curriculum integration.
9. Coordinate successfully RAD.
10. Implement technology available.
11. Stick to set agenda during team meetings and stay on track.
12. Set and follow through with consistent team discipline policy.

## STUDENT INFORMATION

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_ Daytime phone number \_\_\_\_\_

What are your child's initial impressions of the middle school and 6th grade?

Several of my child's strengths are...

I am so proud of my child because...

Several of my child's hobbies and interests are...

Together our family enjoys...

Special interests and hobbies we have as parents are...

Concerns I have about my child are...

# STUDENT INFORMATION

Team Meeting with Students/Parent \_\_\_\_\_ Date \_\_\_\_\_

Dear \_\_\_\_\_:

We understand that \_\_\_\_\_ is in your class. We plan to meet with him/her during \_\_\_\_\_ period on \_\_\_\_\_ to see if we can come up with an Action Plan. We would like to know which of the topics listed below are of most concern to you. Please check the areas that are concerns for you, add any other topics that are necessary (8-10) and share your comments or suggestions.

- \_\_\_\_\_ 1. Punctual to class.
- \_\_\_\_\_ 2. Prepared for class.
- \_\_\_\_\_ 3. Participates in class.
- \_\_\_\_\_ 4. Respectful to others.
- \_\_\_\_\_ 5. Responsible.
- \_\_\_\_\_ 6. Follows class rules.
- \_\_\_\_\_ 7. Complete assignments (homework, class projects).
- \_\_\_\_\_ 8. \_\_\_\_\_
- \_\_\_\_\_ 9. \_\_\_\_\_
- \_\_\_\_\_ 10. \_\_\_\_\_

COMMENTS/SUGGESTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this letter to David's mailbox by \_\_\_\_\_, so we can include your concerns in the ACTION PLAN. You are welcome to attend the meeting if your schedule allows. If not, we can cover your class while you share your input, or a copy of the ACTION PLAN WILL BE PLACED IN YOUR MAILBOX.

\_\_\_\_\_ Yes, please cover my class for 5 minutes

\_\_\_\_\_ No, the above is fine

Thanks for your input as we strive to do what is best for our students!

Sincerely,  
The Teachers

# CONFERENCE FORM

Student \_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Type of Conference: Phone \_\_\_\_\_ In Person \_\_\_\_\_ Other \_\_\_\_\_

Attended by \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

## STUDENT'S STRENGTHS

## STUDENT'S CONCERNS

STUDENT'S STRENGTHS	STUDENT'S CONCERNS

Parent Concerns: \_\_\_\_\_

\_\_\_\_\_

Student Concerns: \_\_\_\_\_

\_\_\_\_\_

Action Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Next Contact: \_\_\_\_\_ Care Team Referral \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Parent's Signature

Teachers' Signatures: \_\_\_\_\_



# *While You Were Gone!!!*

Dear \_\_\_\_\_, we missed you while you were out on the following dates \_\_\_\_\_ and to keep up please read the following carefully in order to find your social study assignments. Also make sure you ask your other teachers about make-up work in their classes.

Topic:

In class today we \_\_\_\_\_

Homework: \_\_\_\_\_ No \_\_\_\_\_ Yes, \_\_\_\_\_

Notes: \_\_\_\_\_ No \_\_\_\_\_ Yes

Handouts and materials needed: (see attached)

Questions: See a buddy or your teacher after class.

*We sure are glad you are back in class and on our team!  
Use the following checklist to help make the transition smooth and successful.*

## CHECKLIST:

1. \_\_\_\_\_ Did I ask all my teachers for my work while I was absent?
2. \_\_\_\_\_ Did I ask a buddy and/or my teacher about any questions?
3. \_\_\_\_\_ Did I ask my teacher about notes or other materials I would be responsible for?
4. \_\_\_\_\_ Did I turn in all my work while I was absent?

**YES**, I did all of the above, **AND I FEEL GOOD!!!**

THANKS!!!

# A Sample Team Self-Evaluation Checklist

School \_\_\_\_\_ Team Number \_\_\_\_\_

Name \_\_\_\_\_ Grade Level \_\_\_\_\_

This checklist should be completed individually by all members of an interdisciplinary team. Afterwards the team leader should facilitate a meeting where responses are shared and consensus is reached. The agreed-upon answers should be recorded on a master sheet, kept in the team master notebook, and reviewed on a regular basis.

	Always	Frequently	Infrequently	Never	Comments
<b>1.</b> Our team meets on a regular basis.					
<b>2.</b> All team members are present at our team meetings.					
<b>3.</b> All team members come to our meetings on time.					
<b>4.</b> All team members stay for the duration of our meetings.					
<b>5.</b> Our team talks about ways to best meet the needs of students.					
<b>6.</b> Our team works effectively with resource personnel such as our counselor and our house leader.					
<b>7.</b> The members of our team support the efforts of our team leader.					

## Self-Evaluation Checklist

	Always	Frequently	Infrequently	Never	Comments
<b>8.</b> Every member of our team participates in the decision-making process.					
<b>9.</b> The team's decisions are implemented.					
<b>10.</b> Our team keeps a team notebook that includes agenda, minutes, parent conference forms, student conference forms, and other information pertaining to our team.					
<b>11.</b> Our team has goals and objectives for the school year.					
<b>12.</b> Our team periodically evaluates its goals and objectives.					
<b>13.</b> Our team members use team duty time to correlate subject matter and to plan for interdisciplinary instruction.					
<b>14.</b> Our team members conduct face-to-face parent conferences during team duty time.					
<b>15.</b> Our team members use team duty time to conduct student conferences.					
<b>16.</b> Our team discusses ways to use our block time effectively.					
<b>17.</b> Our team groups and regroups students for instruction within our team.					
<b>18.</b> Our team changes our "regular" schedule to accommodate teacher and student needs.					
<b>19.</b> Our team has an agenda for all team meetings.					

## Self-Evaluation Checklist

	Always	Frequently	Infrequently	Never	Comments
<b>20.</b> Our team follows the agenda at our meetings.					
<b>21.</b> Our team planning time is kept strictly for team business.					
<b>22.</b> The team paces itself and allows for "ups" and "downs," cycles of hard work and relaxation.					
<b>23.</b> The team regularly takes time to provide outlets for members to share ideas and frustrations.					
<b>24.</b> Our team members inform the exploratory teachers about decisions reached at our team meetings.					
<b>25.</b> Our team coordinates the amount of homework given to students so that it is spread throughout the week.					
<b>26.</b> Our team coordinates test days so that students do not have more than one test on a given day.					
<b>27.</b> Our team has established team procedures and policies for our students.					
<b>28.</b> Our team has established a team identity through the use of a team name, team logo, team assemblies, etc.					
<b>29.</b> Our team plans, implements, and evaluates at least two interdisciplinary units a year.					

# **VERY BAD THINGS WE HEAR** **FROM EXPLORATORY** **TEACHERS**

- **WE SOMETIMES FEEL LIKE SECOND CLASS CITIZENS.**
- **WE DON'T FEEL THAT WE ARE ATTACHED TO ANYTHING OR ANYONE IN THE SCHOOL.**
- **ALL OF THE EMPHASIS SEEMS TO BE ON THE CORE TEAMS IN OUR SCHOOL.**
- **WE DO NOT HAVE THE SAME AMOUNT OF PLANNING TIME AS THE CORE TEACHERS IN OUR SCHOOL.**
- **WE CAN SOMETIMES HAVE VERY LARGE CLASSES.**
- **WHEN SPECIAL EDUCATION STUDENTS ARE "MAINSTREAMED" INTO OUR CLASSES, THERE IS LITTLE OR NO SUPPORT.**
- **THE GRADING SYSTEM IN THE EXPLORATORY CLASSES IS DIFFERENT FROM THE SYSTEM IN THE CORE CLASSES.**
- **THE GRADES FROM THE EXPLORATORY CLASSES IN OUR SCHOOL DO NOT COUNT WHEN COMPUTING A STUDENT'S GPA FOR THE HONOR ROLL OR THEY ARE NOT COUNTED ON AN EQUAL BASIS.**
- **THE EXPLORATORY TEACHERS EXIST ONLY TO GIVE THE CORE TEAMS A COMMON PLANNING TIME.**
- **CORE TEACHERS FREQUENTLY HOLD STUDENTS BACK FROM THE EXPLORATORY CLASSES TO FINISH WORK BECAUSE THEY ARE "ONLY GOING TO ART".**
- **OTHER.....**

# Reasons Why Exploratory Teachers Are So Very Important

- They feed our souls as well as our minds.
- When one gets home after a stressful day, one relaxes by listening to soothing music, not by tackling an algebra problem.
- We can lose ourselves in a beautiful art museum and find ourselves once again.
- We can get away from it all at the movies or at a play.
- We can stay connected to family and friends through our knowledge of technology.
- When we get the opportunity to travel outside of our own country, maybe, just maybe, we can communicate with people in THEIR language.
- With them, we can learn to work with our hands and create something that may last a lifetime.
- We can learn how to eat well, stay healthy, exercise, and perhaps learn a sport or two along the way.
- We can learn how to express ourselves through dance and drama.
- We can learn how to take care of our homes, ourselves, and others.
- They are the teachers of life long learning.
- They are the hands on instructional folks.
- They are the authentic and performance assessment teachers.
- They are the real world teachers.
- They are the experts in the Theory of Multiple Intelligences.
- They offer the place where kids who don't shine anywhere else can get an opportunity to glow.
- They are the creators of dreams.
- They feed our souls as well as our minds.

# **20 THINGS THAT AN** **EXPLORATORY TEAM CAN DO**

1. Share successes and failures, both student and instruction.
2. Plan interdisciplinary units among exploratory teachers.
3. Share professional information from conferences and reading.
4. Share administrative information from the team leader meeting.
5. Share comments, kudos and/or concerns from the exploratory team to the team leader council.
6. Share core team information.
7. Plan an exploratory fair.
8. Meet with counselors and/or administrators.
9. Plan school-wide or grade level assemblies for students.
10. Establish and maintain a strong team identity.
11. Create common classroom rules and student expectations.
12. Plan peer observations among the exploratory teachers.
13. Visit students in their core classes.
14. Plan interdisciplinary units with the core teachers whenever practical and possible.
15. Hold sub-group meetings.
16. Plan for special education students' needs.
17. Assist in the hiring of new team members.
18. Socialize together AND with core teachers.
19. Present exploratory issues at faculty meetings.
20. Present to the Board Of Education and let them know what you are doing, why what you do is so important, and how you are contributing to creating healthy, happy, well rounded, life long learners!!!!!!

# **THINGS YOU CAN DO TO** **ENHANCE YOUR** **EXPLORATORY PROGRAM**

- **GATHER YOUR OWN RESEARCH ABOUT THE IMPORTANCE OF YOUR AREA AND PRESENT THE FINDINGS TO YOUR FACULTY AND TO THE SCHOOL BOARD.**
- **BE INTIMATELY INVOLVED IN THE DEVELOPMENT OF YOUR SCHOOL'S MASTER SCHEDULE.**
- **BE INTIMATELY INVOLVED IN THE DEVELOPMENT OF YOUR SCHOOL'S GRADING POLICY.**
- **GET INVOLVED IN THE STATE AND NATIONAL ORGANIZATIONS OF YOUR SUBJECT AREA AND KEEP YOUR COLLEAGUES UPDATED. ENCOURAGE OTHERS TO DO THE SAME.**
- **CREATE NEW AND EXCITING NAMES FOR THE EXPLORATORY COURSES AT YOUR SCHOOL AND CREATE AN INTERESTING BROCHURE TO ADVERTISE THE CLASSES.**
- **ASK THE CORE TEAMS TO SHARE THE MINUTES OF THEIR TEAM MEETINGS WITH YOU AND IF THERE IS AN EXPLORATORY TEAM AT YOUR SCHOOL, YOU MUST SHARE YOUR MINUTES WITH THE CORE FOLKS.**
- **ENCOURAGE THE DEVELOPMENT OF GRADE LEVEL CURRICULUM TEACHERS TO BE ABLE TO ATTEND CORE TEAM MEETINGS OR ASK THE CORE TEACHERS TO SOMETIMES MEET BEFORE SCHOOL STARTS SO THAT EXPLORATORY TEACHERS CAN BE IN ATTENDANCE.**
- **MAKE CERTAIN THAT EXPLORATORY TEACHERS ARE FREED UP TO GO ON CORE TEAM FIELD TRIPS.**

- **SOCIALIZE WITH CORE TEACHERS!!!!**
- **INVITE THE CORE TEACHERS TO GIVE UP ONE PLANNING PERIOD PER MONTH AND VISIT THEIR STUDENTS IN YOUR CLASSES.**
- **FIND CREATIVE WAYS TO PERIODICALLY FREE UP EXPLORATORY TEACHERS TO BE ABLE TO MEET WITH CORE TEAMS.**
- **USE EARLY RELEASE DAYS, LATE START DAYS, AND/OR PROFESSIONAL DAYS TO ALLOW CORE TEAMS AND EXPLORATORY TEACHERS TO GET TOGETHER.**
- **ASK EACH CORE TEAM TO APPOINT AN EXPLORATORY LIAISON PERSON. IT IS THAT PERSON'S RESPONSIBILITY TO COMMUNICATE ALL NECESSARY INFORMATION TO THE PROPER EXPLORATORY PERSON(S) OR TEAM.**
- **ANYTHING THAT WILL UPGRADE YOUR IMPORTANCE AND POSITION IN THE EYES OF TEACHERS, STUDENTS, PARENTS, AND COMMUNITY.**

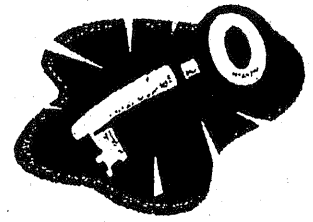
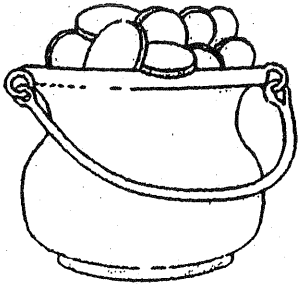
**BEST WISHES  
AND GOOD LUCK!!!!**

# **A FEW IDEAS TO STRENGTHEN** **GRADE LEVEL COMMUNICATION**

- 1. IF AT ALL POSSIBLE WITHIN THE MASTER SCHEDULE, GRADE LEVEL TEACHERS SHOULD MEET TOGETHER ONCE PER WEEK TO COORDINATE ACTIVITIES, TALK ABOUT CURRICULUM, SHARE MATERIALS, AND DISCUSS INSTRUCTIONAL STRATEGIES. IF IT IS NOT POSSIBLE TO MEET DURING A COMMON PLANNING PERIOD WITHIN THE SCHOOL DAY, TEACHERS SHOULD EAT LUNCH TOGETHER OR MEET BEFORE/AFTER SCHOOL.**
- 2. GRADE LEVEL TEAMS SHOULD COORDINATE/SHARE ALL GUEST SPEAKERS AND FIELD TRIPS.**
- 3. GRADE LEVEL TEACHERS SHOULD PLAN PERIODIC GRADE LEVEL ASSEMBLIES AND ACTIVITIES WHERE STUDENTS FROM DIFFERENT TEAMS ARE ENCOURAGED TO MIX.**
- 4. GRADE LEVEL TEACHERS SHOULD COORDINATE STUDENT EXPECTATIONS AND CLASSROOM POLICIES AND PROCEDURES.**
- 5. TEAMS SHOULD TAKE MINUTES AT EACH OF THEIR TEAM MEETINGS AND SHARE THOSE MINUTES WITH OTHER TEAMS AT THE SAME GRADE LEVEL AS WELL AS WITH MEMBERS OF THE EXPLORATORY TEAM AND THE ADMINISTRATION.**
- 6. IT IS THE RESPONSIBILITY OF THE TEAM LEADERS OF INDIVIDUAL GRADE LEVEL TEAMS TO MAKE CERTAIN THAT THE IDEAS EXPRESSED ABOVE ARE CARRIED OUT AND FOLLOWED THROUGH. IT IS ALSO THEIR RESPONSIBILITY THAT TEAM COMPETITION IS MONITORED.**

# **A FEW IDEAS TO STRENGTHEN WHOLE SCHOOL COMMUNICATION**

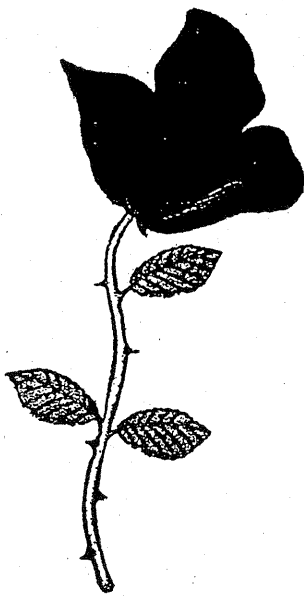
- 1. TEAM LEADERS OF ALL GRADE LEVEL TEAMS, INCLUDING THE EXPLORATORY TEAM, SHOULD MEET ON A REGULAR BASIS TO SHARE IDEAS, ACTIVITIES, AND CURRICULUM. THIS GROUP SHOULD MEET ON A BI-MONTHLY BASIS. THE SCHOOL PRINCIPAL USUALLY FACILITATES THIS GROUP.**
- 2. IT IS EXTREMELY IMPORTANT THAT THE GROUP DESCRIBED ABOVE PLAN FOR PERIODIC WHOLE SCHOOL ACTIVITIES SUCH AS ASSEMBLIES, AFTER SCHOOL PARTIES/DANCES/ACTIVITIES.**
- 3. FULL FACULTY MEETINGS SHOULD BE HELD AT A MINIMUM OF ONCE PER MONTH. THESE IMPORTANT MEETINGS SHOULD NOT JUST BE FOR THE DISSEMINATION OF INFORMATION BY THE PRINCIPAL. THESE FACULTY MEETINGS SHOULD BE COOPERATIVELY PLANNED AND SHOULD INCLUDE WHOLE FACULTY TEAM BUILDING ACTIVITIES AND SHARING SESSIONS.**
- 4. EACH TEAM SHOULD TAKE A TURN HOSTING FULL FACULTY BREAKFASTS. THESE BREAKFASTS SHOULD OCCUR ONCE PER MONTH AND BE STRICTLY FOR EATING AND SOCIALIZING.**
- 5. THE WHOLE FACULTY SHOULD PERIODICALLY GET TOGETHER AWAY FROM THE SCHOOL SETTING FOR CELEBRATIONS SUCH AS HOLIDAY EVENTS, THE OPENING OF SCHOOL, AND AT THE CLOSING OF THE SCHOOL YEAR.**



**The Best Way**

**To Predict The  
Future.....**

**Is To Create It !!!**



**Peter Drucker**

