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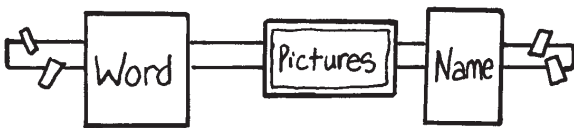
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Getting Organised *(cont.)*

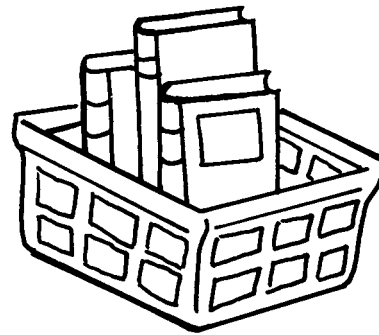
“Slap” It On

To display and manipulate items like word cards, small picture cards, or name cards, tape long strips of masking tape (sticky side out) on the chalkboard or other surface. Then it’s quick and easy to “slap” cards on. They can be removed, rearranged, and restuck to graph, alphabetize, categorize, etc.



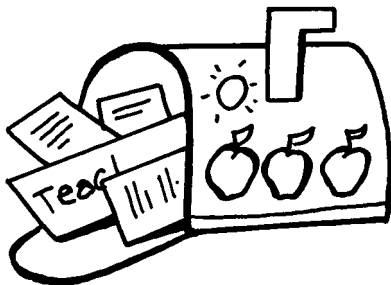
Big Book Storage

A quick and easy way to store big books is in a laundry basket. Be sure that you purchase one that is very sturdy and rectangular in shape. This ensures that your big books will stand up straight and be kept in good condition. Label the basket and keep it in the same place.



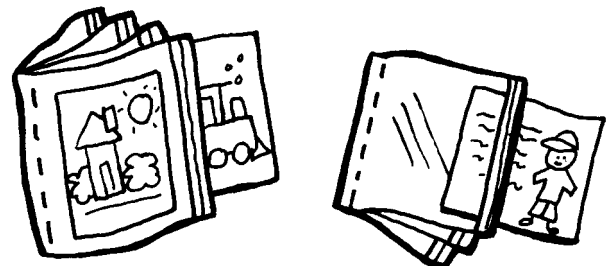
Teacher Mailbox

Obtain an old mailbox, paint it brightly, and attach it to your desk. Encourage students to write notes to you when they have something to say. The teacher mailbox is quite useful when students need to remind you of something, and it illustrates to students that writing is a necessity of life.



In-a-Bag Books

This is a great way to make quick, reusable class books. Staple together closeable, heavy-duty plastic bags on the folded ends (openings out). Use half as many bags as you have students since pages can be back-to-back. Cover the stapled edge with book tape or coloured, wide plastic tape. Simply insert student-made pages. They stay clean and intact!



Colour System

Here is a very simple system for classroom behaviour management. A letter explaining this system is provided on page 102. The colour system involves the use of a colour chart. Simply provide a pocket chart with a pocket for each student. Label the pockets with the students' names. Prepare cards for the pockets in the following colours:

green—excellent citizenship

yellow—warning for improper behaviour

orange—transgression meriting loss of one recess or a time-out to think about actions

purple—transgression(s) with more serious consequences (such as loss of day's recesses, clean-up detail, loss of a privilege, etc.)

red—transgression requiring parental contact to remedy situation

Provide a colour card for each student each day. Keep a record chart showing each student's colour at the end of the day. At the end of the week, any student showing only yellows can be rewarded with a small prize or treat. If the entire class has only greens for 10 consecutive days (or another number determined by you), you might consider celebrating the behaviour with a simple class party or video.

With this system you can reinforce positive behaviour while allowing the students to monitor themselves. (They will learn immediately what the colours mean!) If any student persists in negative behaviour, contact his or her parents immediately. There is no reason for delay. Remember, you, the parents, and the child are partners in education.

Gina	Linda	Ken	Donny
Mary	Jamie	C. J.	Brian
Debbie	Ann	Bobby	Ally
Zack	James	Phil	Aaron
Paul	Ralphie	Susy	Lori
Sara	Gisela	Karen	Ina
Ray	Freddy	Simon	Eric
Kelly	Bart	Jim	Henry