

The Newbie Press

Volume 2 Issue 2
September 2001

A message from gail

"The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor."

- Vince T. Lombardi



Welcome to the new school

year in Montgomery County Public Schools (MCPS). *The Newbie Press* is designed with you in mind and with meeting the needs of new teachers in the areas of best instructional practices, resources, and the use of technology to improve teaching and learning.

We in MCPS are firm in our belief that new teachers have a commitment to excellence and for that reason you will note several articles that are designed for the express purpose of pursuing excellence and meeting rigorous standards. Landing On Your Feet describes an opportunity for professional development that is aimed at new teacher concerns. Checklist For Getting Disci-

pline Off to A Good Start provides quick tips for managing students. The Parent Connection shares thoughts to consider as you prepare for Back To School Night.

As the year unfolds, we encourage you to use the tools that we have presented in *The Newbie Press* and to seek answers from your mentor, Consulting Teacher, and/or Staff Development Teacher. In this collaborative adventure we will be committed to excellence and to securing your success.

Gail Epps,

Instructional Specialist, New Teacher Induction

Landing on your feet

Landing on Your Feet is a course that is offered to new teachers throughout the school year in a 3-module formula. The course is sponsored jointly by the Montgomery County Public School System through the Office of Staff Development

(OSD) and by the Montgomery County Education Association (MCEA).

Each of the three modules consists of 5 three-hour sessions which meet every other week. Each module focuses on a different aspect

of the new teacher's first year experiences. Topics include the following:

MODULE 1 –*BEGINNING THE FIRST YEAR*: classroom organization, management, and

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Did You Know...

that [www. teachers-First.com](http://www.teachers-First.com) is a free, teacher-friendly collection of Internet resources and lesson plans that are grouped by subject and grade level for easy access by classroom teachers.

Who are we?

The Office of Staff Development works to strengthen the knowledge, skills, and practices of Montgomery County Public Schools' (MCPS's) staff and stakeholders. The New Teacher Induction Program, a team within the Office of Staff Development,



works closely with Consulting Teachers (CT's) and focuses specifically on new teachers. Among the services provided for new teachers through New Teacher Induction are the following:

- Pre-service orientations such as the New Educator Orientation in August.
- Professional Development Courses

for new teachers. The three modules of Landing On Your Feet are described on page 1 of this edition of *The Newbie Press*. Additional trainings are available on specific topics of interest to new teachers once each month from 4 – 6 PM.

- Mentor support. Every teacher new to MCPS is assigned a mentor in their school by their principal. The New Teacher Induction Program takes responsibility for training and monitoring all mentors.
- Quarterly editions of *The Newbie Press*. Services

The Office of Staff Development is directed by Mrs. Darlene Merry, Associate Superintendent of Staff Development. Dr. Barry Amis is the Director of Staff

Development Initiatives.

The New Teacher Induction Team includes the following:

Gail Epps, Instructional Specialist

Linda Adams, Instructional Specialist

Gene Haines, Mentor Program Coordinator – Selected Schools

Jo Ellen Smallwood, Consultant; Demonstration Classrooms Directory

Beverly Canaday, Staff Assistant; *The Newbie Press*, Thursday trainings

Susan Mitchell, Support Services; New Educator Orientation, Mentor Payroll

Lorena Escobar, Support Services; Registrations; Mentor Logs

Heather Pinkernell, Support Services

LANDING ON YOUR FEET, continued from page 1

instructional delivery.

MODULE 2 – *FINISHING THE FIRST SEMESTER OF TEACHING*: classroom discipline, grading and record keeping, accommodation unique learners, instructional delivery.

MODULE 3 – *FINISHING THE FIRST YEAR OF TEACHING*: instructional delivery, assessment, problem-solving, planning for year two, and on-going professional growth.

Module 1 of the course will begin during the first week in October. Interested

teachers can register for the elementary session or for the secondary session by completing MCPS Form 440-7. Forms are available in all schools. Mail completed forms to Gloria Briggs at the Office of Staff Development. All sessions will be held after school from 4:15 – 7:15 at a designated school site.

Upon successful completion of each module, participants will receive one Maryland State Department of Education (MSDE) credit towards salary advancement.

For more information, talk with your mentor or contact Linda Adams at 301-353-0861.

“When you look at the truly effective teachers, you will also find caring, warm, lovable people.”

Harry Wong

Payroll information

The first pay date for the 2001-2002 school year is September 14, 2001; this paycheck will be a check for ten days of work. Teachers will not receive the next check until *October 5, 2001—three weeks later*. This check will include the stipend from the August New Educator Orientation program. Beginning with the October 5, 2001, check, teachers will receive paychecks on a two-week cycle.

The last full check for the 2001-2002 school year will be issued June 28, 2002. Teachers will receive a partial check for 5 days on July 12, 2002.

The school system does provide a program where funds can be deducted from paychecks during the school year and paid



to teachers during the summer. Teachers participating in this program will receive paychecks on July 26, 2002, August 9, 2002, August 23, 2002, and September 6, 2002. Enrollment forms and procedures may be found on the Division of Payroll web page and on First Class.

Substitute readiness

At this point in the school year, most teachers aren't thinking about absences from school. However, an illness can occur overnight or a special training opportunity may present itself. Whenever it is necessary to be away from your class, it is essential that you leave specific plans for your substitute. Leaving a note telling the substitute to "show a movie" isn't a plan. Nor is leaving directions for students to "study anything." Substitutes repeatedly state that they want detailed plans which contain meaningful work for students. They are far more effective when they have the proper tools.



Taming The Time Stealers: Tricks of the Trade From Organized Teachers. (M.C. Gore and John Dowd) suggests that

teachers create a substitute folder which contains important items for substitutes:

- student roster or name tags
- a copy of classroom procedures
- names of students who may need special help
- names of students who can be counted on for help.

When possible, make another staff member aware of where your plans are located. It is very helpful, also, to maintain an up-to-date seating chart. The substitute is empowered when (s)he can identify the students by name.

The lesson plan should be very specific:

Is this an individual assignment or can students work with a partner? Is the assignment due at the end of class or can students finish it for homework? What resources will students need to complete the assignment? Is additional equipment needed and, if so, where is it located? What should students do if they finish early? Clarity is critical.

Finally, the lesson plan should contain sufficient activities for the entire period. It's unfair to leave a substitute with a class of energetic students and only enough activities for the first 20 minutes. Over-plan to ensure that the day is full and productive. Your substitute will appreciate all of your efforts and will add your name to the list of the most favorite teachers for whom to sub.

Checklist for Getting discipline off to a good start

- Have your lessons clearly planned so students do not experience "down time."
- Set up no more than five simple, clear, class rules and teach them to the students.
- Have both consequences and rewards for appropriate and inappropriate behavior established with students.
- Communicate with parents early when a student is having a great day or a challenging day at school. Be pro-active.
- Be consistent, fair, and positive with students.
- Help students feel successful so they won't need to use disruptions or negative behavior for attention.
- Plan what students are to do if they have trouble completing their work or if they finish early.
- Consider alternating between

quiet, individual activities and more energetic group activities.

Leeward Survival Kit for the Beginning Teacher

"The three most important student behaviors that must be taught the first days of school are these: discipline, procedures, routines." *-Harry Wong*

Where to buy classroom materials

The following stores specialize in teacher materials:

- ⇒ Learning How, 8895 McGaw Road, Columbia, MD 410-381-0828
- ⇒ School Box, 5054 Nicholson Lane, Rockville, MD 301-770-6677
- ⇒ ABC's and 123's, 12219 Nebel Street, Rockville, MD 301-881-5133



- ⇒ Crown Educational, 15914 Shady Grove Road, Gaithersburg, MD 301-948-5710

The following stores carry crafts and art supplies:

- ⇒ Ben Franklin Crafts, 9815 Main Street, Damascus, MD 301-253-2650.
- ⇒ Pearl Arts & Crafts, 12266

Rockville Pike, Rockville, MD 301-816-2900

- ⇒ Michael's Arts & Crafts, 13850 Georgia Avenue, Wheaton, MD 301-603-8001
- ⇒ Michael's Arts & Crafts, 1509 Rockville Pike, Rockville, MD 301-881-8100

Ask if they offer teacher discounts!

The parent connection: back to school night

The end of summer is an exciting time for educators, for it is a time of new beginnings. After several months of rejuvenation, teacher enthusiasm runs high and they are ready to explore new worlds with their students. To ensure success with each child, it is important for teachers to reach out to parents and form relationships with them. One of the best opportunities to begin parental relationships occurs at Back-To-School Night. To maximize your opportunities on this evening, consider the following hints:

- ⇒ **DESIGN AN INVITATION TO SEND HOME WITH EACH STUDENT.** Your invitation could express how much you are looking forward to meeting “John’s” parents/guardians and sharing your program. Technology makes it very easy to generate an attractive invitation.
- ⇒ **MAKE SURE THAT YOUR CLASSROOM IS NEAT, ATTRACTIVE, AND INVITING.** Stand in your doorway and take a good look. What message does the room convey? Does the room make you want to enter? Does the room display samples of student work? Does it appear to be an exciting place to spend a block of time?
- ⇒ **CONSIDER THE MESSAGE YOU WANT TO SEND THROUGH YOUR PERSONAL ATTIRE.** Will your attire communicate that you are a professional? Will your attire tell parents that this is a special occasion and that you are welcoming them as special guests? Jeans

and a t-shirt may be more comfortable, but what message will they send?

⇒ **PLAN AHEAD WHAT YOU WANT TO SAY.**

In most schools, teachers have a limited amount of time before parents move to another setting within the school. Plan what you want to tell them so you can be articulate and clear. Determine if you want to distribute handouts or samples of student work. Think of ways that parents can help you such as volunteering in the classroom or assisting with field trips, or checking to make sure that homework is completed each evening.



- ⇒ **GREET PARENTS AT THE DOOR.** A firm handshake, a warm smile, and a special greeting will help parents feel welcome and will set a positive tone for the evening. Imagine if you went to visit a new acquaintance and (s) he was not there or too busy to greet you when you arrived, leaving you to wander into his/her home alone and to find a seat.

- ⇒ **FOCUS ON YOUR PROGRAM.** You are a very nice person, but parents did not come to hear about you and your family. They came to meet you and to learn about their child’s education in your classroom. What will be the

content and objectives? How will you grade your students? What policies should they know about? What experiences will students have during the year? Will there be projects, field trips, special testing? Help parents understand what they should expect from you and from their child.

- ⇒ **SOLICIT PARENTAL SUPPORT.** This is a marvelous opportunity to establish a working relationship with parents. Your goal is to forge a partnership with them so they will support your program and their child’s participation in the learning process. Share specific ways that parents can do this, both in the classroom and at home. Be prepared to ask for e-mail addresses and work telephone numbers to facilitate easy communication. Determine which parents have special talents or resources to enhance the learning program. Most of all, end the evening by assuring parents that you are there to help their children succeed.

“The two most important groups of people, as far as young people are concerned, are Parents and Teachers.

- Harry Wong

Veteran teachers speak

“Inspiring the hopes and dreams of children in not just a job...it is a wonderful privilege.”

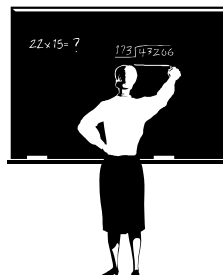
“Children don’t care how much you know until they know how much you care.”

“First and foremost, teach your children

to believe in themselves.”

“Remember, every teacher, every administrator had ‘A First Year.’”

“Treat the support staff in your school as professionals—because they are.”



“There is no greater joy in life than being a teacher.”

“Failing to plan is planning to fail. Plan, plan, and then plan some more.”

A Survival Guide for New Teachers: Tips Shared by Your MCPS Colleagues

Kennedy center supports teachers

The John F. Kennedy Center for Performing Arts in Washington, D.C. has been a major player in the cultural life of the metropolitan area for decades, dazzling audiences with a full array of performances. Recently the Center has broadened its reach into area classrooms by offering a professional development program in the arts for teachers who work in the Washington metropolitan area. According to the Kennedy Center, its goal is to offer opportunities for teachers to develop their teaching skills in, through, and about the arts.

These opportunities include the following:

- ◇ providing hands-on experience in exploring the concepts and

processes of an art form

- ◇ exploring the interrelationship between art forms and the curriculum
- ◇ modeling classroom practice
- ◇ providing opportunities for teach-

ers to take active roles as learners

- ◇ offering opportunities for reflection, analysis, and application

The program allows teachers to select those events which interest them or will be most beneficial to them.

To receive a copy of the 2001-2002 Kennedy Center brochure, send your name and school location to Bev Canaday via First Class.

You can learn more about the Kennedy Center at kennedy-center.org/education.



The Kennedy Center provides resources for teachers.

An electronic field trip to williamsburg, virginia

Located approximately 3 hours from Montgomery County is a living classroom that excites students of all ages: Colonial Williamsburg. Colonial Williamsburg is the world's largest and oldest living history museum. It tells the story of the struggle for freedom and equality in colonial Virginia at the time of the American Revolution.

Even though Co-

lonial Williamsburg's story is a wonderful way to enrich the study of our nation's beginnings, it may not be possible to arrange a field trip to the site. The age of technology, however, allows students to visit without leaving their local school.

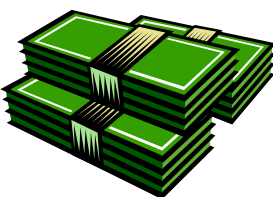
Electronic field trips bring Colonial Williamsburg into your classroom. Teachers receive a teacher's guide which contains historical back-

ground, suggested lesson plans, and facsimiles of original documents and prints. The guide helps teachers to prepare students for the one-hour, live, interactive television programs which offer eighteenth century historical dramas and opportunities to interact with historical interpreters. Special internet activities are the last component of the program.

The field trips cost about \$100 per program; discounts are available for multiple programs. Contact Dale VanEck at 1-800-761-8331 for information.

"The age of technology allows students to visit without leaving their local school."

Credit union services metro area



The Teacher's Credit Union has several "outlets" throughout the metropolitan area which offer most of the same services

as the Rockville, Wheaton, and German-

town locations. Outlets are located at:

- ◇ 4003 Branch Avenue, Marlow Heights, Maryland
- ◇ 6314 Springfield Plaza, Springfield, Virginia
- ◇ 1118 W. Broad Street, Falls Church, Virginia
- ◇ 12266 Rockville Pike, Suite G, Rock-

ville, Maryland

- ◇ 193F Thomas Johnson Drive, Frederick, Maryland

Outlet hours are Monday through Friday, 9AM – 7PM and Saturday from 9AM – 2PM. Frederick hours are Monday through Thursday, 9AM – 4:30 PM and Friday, 9 AM – 6 PM.

September 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

"Ganas" suggests a powerful urge to get ahead, a willingness to sacrifice and to work hard. "Ganas" conquers all. "Ganas Is All I Need" is a motto I give my students. I tell them that once they have "ganas," learning is easy.

- Jaime Escalante, Mexican-American teacher, found in Famous Hispanic Americans by Morey and Dunn (NF)

A teacher's creed

Look beyond each student's face:

Try to get in touch with the feeling and the special dreams that mean so much....

Add a gift of kindness
To each lesson you impart;

Listen to the ones you teach,
And listen with your heart...
Be a teacher who inspires
Their respect and loyalty:



Be the kind of person
You want them to grow to be...

- Anonymous

Schedule of Events

- Future editions of *The Newbie Press* will use this section to advise you of scheduled trainings and programs that will enhance your skills and expose you to new strategies which you can incorporate immediately into your lessons.
- These trainings are designed for first and second year teachers who are new to teaching.
- Trainings will be scheduled after school from 4PM – 6PM on Thursdays at various locations throughout Montgomery County.

Special Observances

SEPTEMBER/OCTOBER

National Hispanic Heritage Month
(09/15 – 10/15) begins on Mexico's independence days, September 15 and 16, and celebrates a rich cultural heritage. Use www.education-world.com/a_lesson/lesson023.shtml for additional ideas.

NOVEMBER

National American Indian Heritage Month

October 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

Schedule of Events

- October 2 – November 27: New Teacher Training (NTT) - Landing On Your Feet; Audience: Elementary School Teachers; Location: Bradley Hills ES (K-2) and Georgian Forest ES (grades 3-5); 4:15 – 7:15 PM.
- October 2 – November 27: New Teacher Training (NTT) - Landing On Your Feet; Audience: Secondary School Teachers; Location: Lee Middle School, 4 :15– 7:15 PM.
- October 11 – Classroom Management; Audience: First and second year teachers new to teaching; Location: MCEA Headquarters, 4 – 6 PM.
- November 08 – Lesson Planning with Emphasis on Differentiation; Audience: First and second year teachers new to teaching. Location: TBA, 4-6 PM.

MSTA convention meets in ocean city

The Maryland State Teachers Association will host its annual convention on October 19th and 20th in Ocean City, Maryland. The convention will provide two full days of professional development workshops on a variety of issues and topics. All workshops are FREE and are open to anyone interested in education. There is a \$25 fee for CEU credit courses.

Among the many workshops are the following:

- "I Can Do It – Introduction" for new teachers.
- Succeeding with Difficult Students
- Understanding and Improving Our Students' Behaviors
- Differentiation: Meaningful



All workshops are free to participants

- Achievement for the Highly Able
- Designing and Using High Quality Rubrics
- Developing High Quality Paper and Pencil Tests
- Computerized Grading

The convention will provide several content specific sessions, also.

Schools in Montgomery County are closed on Friday, October 19, 2001, to encourage teacher attendance. Visit MSTA online at www.mstanea.org for details and updated information.

GRANTS IN THE ARTS

Sponsored by The Washington Post

Grant recipients will receive grants averaging \$300 for implementation of arts education projects that enrich the basic curriculum in grades K –12. Awards will be given in December 2001 for implementation of projects in the spring semester.

Contact The Post's Pubic Relations Department at (202) 334-7969 for information and for an application.

MONTGOMERY COUNTY PUBLIC SCHOOLS
OFFICE OF STAFF DEVELOPMENT
NEW TEACHER INDUCTION DEPARTMENT

12900 Middlebrook Road
3rd Floor
Germantown, Maryland 20874

Phone: 301-353-0861
Fax: 301-601-0308

Contact MCEA for discounted
movie tickets
301-294-6232

Three key messages to send to students:

- This is important.
- You can do it.
- I won't give up on you.

- *The Skillful Teacher*

MCPS CALENDAR SEPTEMBER – OCTOBER 2001

September 04	First Day of School
September 18	Rosh Hashanah – No School for teachers or students
September 27	Yom Kippur – No School for teachers or students
October 10	Professional Day – No school for students
October 19	Statewide Teachers Conference – No School for teachers or students

Upcoming Events in November

November 06 & 07	Early Release Days – Report Card Planning
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LEARNING THE LANGUAGE

One of the first observations that you will make about school employees is that they speak a special language: acronyms. Their conversations are peppered with such phrases and sounds as “the PONY,” “CESC,” “MCPS,” and “MCEA.” Curriculum guides include “CLG’s” and “MLO’s” and “HSA.” Some resources reference teachers to activities to support “MSPAP.” To help new teachers learn the language, *The Newbie Press* will periodically provide a few definitions to immerse you into the culture and to increase your fluency. Watch out, however; the next edition of *The Newbie Press* may include a quiz!

MCPS – Montgomery County Public Schools.

PONY – the internal mail system for MCPS. The PONY runs on a daily basis between all of the offices and schools in the system.

CESC – Carver Educational Services Center. This building serves as the central office for the system and houses the Superintendent, the Board of Education, and many of the key offices of the system.

MCEA – Montgomery County Education Association. This organization represents teachers and is an affiliate of the National Education Association.

CLG – Core Learning Goals. These goals are defined by the state of Maryland as central to instruction in high schools and are the content basis for the state mandated high school assessments.

HSA - High School Assessments. These assessments will be administered to students enrolled in selected courses in English, social studies, science, and math. All students must pass these assessments to receive a diploma beginning with the graduating class of 2007.

MLO – Maryland Learner Outcomes. These outcomes are defined by the state of Maryland as central to instruction in elementary and middle schools. The outcomes form the basis for MSPAP (Maryland School Performance Assessment Program) which is admin-

Housing Assistance

MCEA maintains a housing file of available rental and shared housing opportunities. Contact Candace Sawyer at 301-294-6232.

