

Simple Solutions:

Teachers' Favorite Tips & Timesavers

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Gearing up for class projects, field trips, or new lesson plans? Build your registry with supplies you want and share it with parents.



Easy Organizational Tips

Assignments at a Glance

Help students stay on top of upcoming assignments and events with personal calendars. **At the beginning of each month, print or photocopy a calendar for each child to keep in his homework folder.** Have him write assignment due dates, test dates, and event schedules on it. Students will always be prepared.



Add extra fun by printing your calendars on colorful computer paper from Walmart.com.



Students get a kick out of retro-themed lunchboxes. Check the selection at Walmart.com.

Storage in a Lunchbox

Use secondhand lunchboxes for **storing games, puzzles, activity cards, craft supplies,** and more. The fun designs add appeal to your classroom. Add a label to each lunchbox to show its contents.

Classroom Library Organization

Use baskets to create an easy-to-use library system. **Organize your class library by genre, topic, or author, and place each set in a labeled container.** Students can easily find books they're looking for and return them when they're done.



Find baskets in every size, shape, and color at Walmart.com.

Parent Volunteer Book

To keep the flow of your class moving when parent volunteers come in, create a notebook that tells them just what to do. **Volunteers look in the notebook to find a job that suits their comfort level.** An explanation of each job allows the volunteer to get to work without interrupting the class. Provide a section for volunteers to write notes to you next to each job when they are done.



The Mead black-and-white composition notebook is a classic. Add a few extras to your Teacher Registry and use them all year long.



Find plastic crates galore at Walmart.com.

Inexpensive Mailbox System

Quickly distribute newsletters, notices, and other items that need to go home with students. Put hanging folders labeled with students' names in a crate. File students' papers throughout the day. **At the end of the day, you can easily see who has important papers left behind.**

Lesson Helpers

Creative-Writing Calendar

When you need an alternative to journal writing, make a simple creative-writing calendar. **Add daily writing topics to a calendar and attach a copy to the front of a folder for each student.** Each day, a child completes the writing topic for that day and places it in her folder. Collect the folders at the end of the week to read the stories your students created.



Why be limited to plain manila file folders? Add a burst of color with folders from Walmart.com.

Quiet Room Tip

The next time you have to leave the classroom for a few minutes, **challenge students to stay quiet and in their seats until you return.** If you come back to a quiet, settled classroom, reward students with extra free time or a small treat. Everyone wins.



Stock your class prize box with goodies from Walmart.com.

Clever Classroom Routines



Don't forget the Velcro fastener. Add it to your Teacher Registry.

Raise a Flag

Here's a system so students can let you know when they need help during independent work. **Laminate a small red poster board flag for each student.** Use **Velcro fasteners to attach a flag horizontally to the side of each desk.** When a child needs help with work, she raises her flag to an upright position.

Flashy Folders

Help students organize paperwork with a folder system. Assign a folder color for each subject plus one for homework. Students store their folders in a personalized magazine box or expandable folder on a classroom bookshelf. **When papers are distributed, students file them in their appropriate folders.** At the end of each day, they put the folders away and take their homework folders home.



Stock up on file folders at the beginning of the school year. See the selection at Walmart.com.

Oversize Project Protectors

To make sure large projects, such as maps or posters, make it home without getting crushed, use protectors made out of tubes. **Have students bring in empty paper towel tubes to decorate and personalize.** Roll up oversize work and slide it into a tube for the journey home.



Include paper towels on your Teacher Registry. See the full selection at Walmart.com.



Keep envelopes handy. Get yours at Walmart.com.

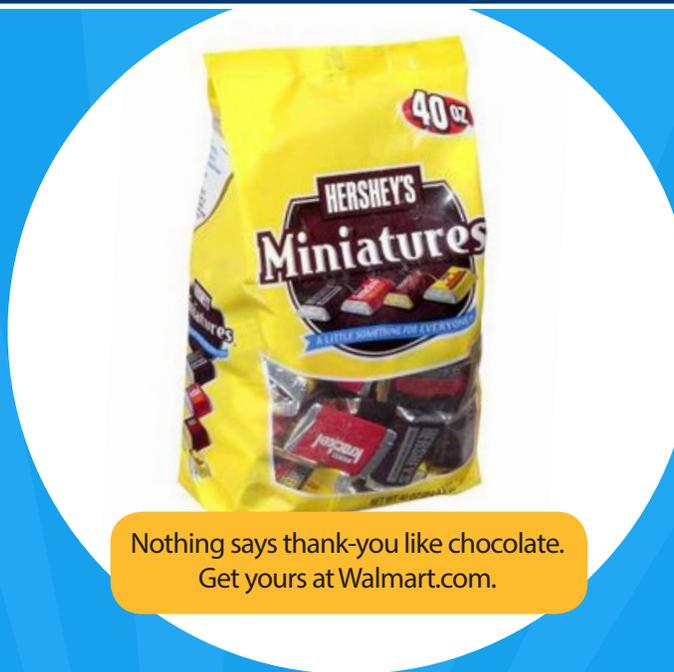
Conference Follow-Up Letters

Emails get overlooked, and papers get lost in backpacks. So get parents' attention the old-fashioned way—send important information in the mail. For example, **to ensure parents follow up on what was discussed during a conference, write a brief reminder of the roles you both agreed to play** in helping the child. Mail this reminder to the parent soon after the conference.

Smooth Sailing for Substitutes

Sub Survival Kit

Provide everything a substitute teacher will need for your classroom in a survival kit. **Include lesson plans for the day, a list of class rules, and consequences if they are broken.** Provide names of students with special needs, dependable students, and favorite class games. Include a read-aloud book, good behavior rewards, and a treat for the substitute. She'll appreciate having everything she needs in one place.



Nothing says thank-you like chocolate. Get yours at Walmart.com.

Super Centers

Gameboard Skills Practice

With a supply of gameboards, students can practice a variety of skills. **Provide half sheets of poster board and markers for students to create open gameboards that reflect their interests.** As homework, challenge students to make game cards by writing questions and answers on index cards. Check them before adding them to the games. You'll have a steady supply of cards for any skill you want to reinforce.



Add index cards to your supply list.

Big Events



Stock up on cellophane bags at Walmart.com.

Birthday Treat Bags

This thoughtful gift lets students know they're celebrated on their big day. **Put a bottled water, a drink mix packet, and a healthy snack in a cellophane bag tied with curling ribbon.** Present it to the birthday child as a special treat.

Wall of Fame

Get to know students with a wall of fame. Divide a bulletin board into sections for each student. During the first week of school, **have each child decorate her section with personal photos, drawings, writings, small items to represent her hobbies,** and more. Give each student time to share and explain her section with the class.



Yes, Walmart.com has bulletin board supplies.

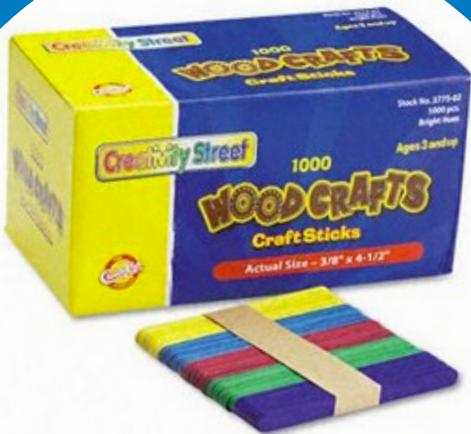
Mighty Motivators

Die-Cut Coupons

Die-cut shapes make great student motivation coupons. Instead of candy or prizes, **motivate students' behavior with class privileges**, such as no homework, extra recess, or extra free time. Program cutouts with a variety of privileges and put them in a basket. When a student demonstrates good behavior, allow her to choose a coupon from the basket and cash it in whenever she wishes.



Do your die-cutting right in the classroom. The Sizzix Big Shot is available at Walmart.com.



Wishing for craft sticks? Add them to your Teacher Registry so parents know what you need.

Daily Incentive

As each student arrives to your classroom each day, hand her a colorful craft stick labeled with her name. Any student who breaks a behavior rule during the day must return her stick to you. **Before dismissal, any students who still have their sticks return them to you for a special drawing.** Put those sticks in a jar, shake them up, and choose one. The winner receives a reward or special privilege, and everyone is encouraged to aim for good behavior the next day.

Marvelous Monday

Motivate students by starting the week on a positive note. On Monday, have each student draw a classmate's name from a basket. **The student should write an encouraging message to that classmate and deliver it to him.** Allow students to keep writing notes to their classmate throughout the week to encourage him and cheer him on.

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Wise Use of Free Time

Encourage students to use their free time wisely by correcting their own mistakes and finishing any incomplete work. **Label an expandable file folder “Fix and Finish File.”** Keep a labeled folder inside for each student. When a student doesn't have time to finish an assignment, he slips it in his folder in the file. After grading papers, put any work that needs corrections in the box. During free time, students know to check their folders and correct or finish any work.



Use this expandable file year after year.



Keep cookies on hand. Add them to your Teacher Registry.

One Smart Cookie

Encourage responsibility, good work habits, and cooperation by choosing a student each week who has exhibited those traits. On Friday, present the child with a small pack of cookies and a Smart Cookie Award, which is a large cookie cutout that says “(Student's name) is a smart cookie.” Fun!

Quick Time Fillers

Time-Filler Can

When you only have a few minutes to fill, opening this can leads to lots of questions. Cover a clean, empty oatmeal container with Con-Tact covering. Cut out poster board worm shapes and write tasks and questions on them. Store the worms in the container. When you need to fill time, open the “can of worms” and have a volunteer choose one worm. Read the task or question aloud and have students work to complete it.



Try Con-Tact Covering that's bright and bold. Check the selection at Walmart.com.

Tips for Teaching Hygiene in the Classroom

Keep students from spreading illness-causing germs with these tips:

Focus on simple, effective measures. Have students routinely wash their hands, cover their coughs with their arms rather than their hands, and promptly dispose of tissues. Remind them to never share cups or utensils.

Handwashing is one of the best ways to prevent the spread of germs in a classroom. Soap and water are a must when it comes to getting rid of germs. To effectively wash away germs, teach your students to scrub in between fingers, under nails, and on both sides of their hands. They should do this for 15 to 20 seconds, the time it typically takes to hum the “Happy Birthday” song twice.

Focus your class’s handwashing routines on the key times that your students’ hands are most likely to be germ. These include after going to the bathroom; after blowing noses, coughing, or sneezing; after playing outside; after touching used tissues or other contaminated surfaces; after touching a class pet; and after touching garbage. Consider having your students wash their hands more frequently when illnesses are going around.

No soap and water available? Alcohol-based hand sanitizers with at least 60 percent alcohol can help in some situations to decrease the number of germs on hands. Just be aware that hand sanitizers are not effective when hands are visibly dirty.

Know the kinds of clean. Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools, as reinforced by the Centers for Disease Control and Prevention.¹ While cleaning is important for physically removing dirt and germs from objects or surfaces in the classroom, it does not actually kill germs. Disinfecting wipes can be a practical way to target and kill illness-causing germs in the classroom. For the sake of both safety and effectiveness, always use Environmental Protection Agency–registered disinfectants, including disinfecting wipes, and be sure to use them according to the instructions on the label. Focus on wiping frequently touched surfaces in the classroom, such as door handles, sink handles, and even tables and chairs.



¹ How to Clean and Disinfect in Schools to Help Slow the Spread of Flu, <http://www.cdc.gov/flu/school/cleaning.htm>