FIRST WEEK CLASSROOM SUGGESTIONS

1. Plan to spend the first class getting to know the students and allowing the students to get to know you. Ask students to address you in the manner you prefer if it is Mr., Mrs., or Ms., Last Name – or just by first name with no salutation.
2. After you are settled in your rooms with your new family of students, check to see that you have an adequate number of materials: spiral notebooks, folders, pencil bags, etc. Have students put their names on their pencil bags (if applicable).
3. The first day is a great time to have students help you write and go over classroom rules these could be posted on the bulletin board in your room.
4. If there are students in your class not included on your roster, write their names on your roster. After class, come to the FFC to discuss proper placement/clarification. New students [not on your roster] should come with a blue Student Admission form from our office.
5. From time to time, you may have a Priest or Deacon visit your classroom. Please welcome them! They are there to be present to the youth and you! We will also periodically visit to get to know the children and your class. Please let us know if we can ever be of assistance!
6. *For elementary aged students, (Grades K through 5) parents or older siblings are asked to drop off and pick up children in the classrooms. Do not release students early. Hopefully, the clocks and bells will be synchronized.* If a student says he/she is to walk or bike home, they must have a letter granting parental permission on file in the Faith Formation Office. If a parent requests that a student be released early for a doctor's appointment, etc., **the parent must come to the Faith Formation Office to sign the student out.** We will then phone or send an office assistant to escort the student to the office.
7. Because of the traffic on Sunday and the darkness of the parking lot on Wednesday evenings, it is important that students are well supervised during dismissal. **Only the South doors (near the flagpole) are to be used for dismissal of students.** We will try to have traffic officers on duty, but would also appreciate it if you could wait with your students (grades 6, 7 and 8) until they are picked up. Any remaining students must be brought to the Faith Formation Office. Parents will be advised of the drop-off and pick-up policies. **Under no circumstances will students be allowed to wander around the parking lot to meet Mom or Dad in front of church, in the Social Hall, etc. The safety of our students is vital. Thank you for your help in ensuring their care.**
8. Remember that your craft, prayer and other suggestions are always welcome! We are here to serve your needs. Please do not hesitate to ask us for anything.

You are a vital member of a wonderful Catechetical team!
Blessed are you!

DIOCESE
OF ST. PETERSBURG

Student Injury Accident Report

Name of Entity: _____ City: _____

Child's Name: _____ Age: _____ Date: _____Grade: _____

Catechist: _____ Time of Accident: _____ Adults Present: _____

Description of Accident: _____

First Aid given (yes or no, and if yes, what type):_____By whom:_____

EMS/911 called? _____

Location

Bathroom	Playground	Stairway
Hallway	Preschool room	**Other**
Infant room	School-Age room	

Nature of Injury

Abrasion	Bump	Red Mark	Sprain (suspected)
Bite	Cut/Tear	Rug Burn	**Other**
Bruise	Fracture (suspected)	Scratch	

Part of Body Injured

Left	Buttock	Eye	Heel	Neck	Teeth
Right	Cheek	Finger	Hip	Nose	Toe
Ankle	Chin	Forehead	Knee	Groin	Tongue
Arm	Ear	Hand	Leg	Shoulder	Groin
Back	Elbow	Head	Lips	Stomach	Wrist

Notification

Parent Called: yes no
If yes, parent response was:
____ Child picked up by parent
____ Child remained in class per parent request
____ Parent indicated that medical attention will be sought ___ yes ___ no _____ unknown

Signed by DRE: _____ Signed by Teacher: _____Date_____

*****This report must be submitted to the Parish and Diocesan Office of Faith Formation (Fax#: (727) 374-0209 as well as the Diocesan Insurance Office (Fax #: (727) 374-0214) within 24 hours of the accident.**

WHEN OUR LITTLE ANGELS BEHAVE LESS THAN ANGELICALLY
POSITIVE DISCIPLINE STRATEGIES

- **Discipline with love!**
- **Keep your cool** – due to the limited time dynamic, students need your understanding as well as your leadership.
- **Set clear rules** (not too many; state positively)
  This is a good first day activity – have the students help you create, "***CLASS RULES***," as you guide the discussion. (Asking leading questions.)
- **AND establish the discipline policy clearly**; i.e., 1st warning; verbal; 2nd warning; name on board; 3rd warning – trip to the DFF's office
- **Put your foot down.** If you have to send a student to the DFF, and have parents called, do it. (Some children may have special needs that are not being addressed, or problems in his/her home.)
- **Praise good behavior in the class.**
- **Move the trouble makers away from their buddies.**
- **Move around the room** – stand near child who may be having difficulty.
- **Involve child in activities.**
- **Provide tangible rewards** (stickers, point tokens, etc.) IMPORTANT: **AVOID monetary rewards.** While we all enjoy rewards, it is important that children are coming to class to learn about God's love for us, and not to get a reward. Also, some families and/or children are sugar-free – so avoid candy rewards.
- **Forgive** – ask God to give you the grace to start fresh each week and allow children to do the same.
- **The best discipline strategy is to come prepared – and make it fun!** Remember learning styles.