

The logo for 'newteacher network' features a stylized green leaf icon above the text. 'newteacher' is in a bold, dark green sans-serif font, and 'network' is in a smaller, orange-brown sans-serif font below it.

# newteacher network

by MEEMIC Insurance Company

A vertical orange-brown bar on the right side of the page contains the text 'New Teacher Survival Kit' written vertically in white.

## New Teacher Survival Kit

2. **Welcome Letter**
3. **How To Get Started**
4. **Checklist** – New Teacher Checklist
5. **Article** – Successful Lesson Plans for the New Teacher
7. **Article** – Setting up a Classroom System for New Teachers
9. **Resources** – Top 10 New Teacher Resources to Launch Your Career
11. **Foundation Grants** – The MEEMIC Foundation
12. **MEEMIC Insurance Company**



by MEEMIC Insurance Company

## Welcome to the New Teacher Network!

Entering a new classroom for the first time can be scary. You need to know that you're not alone. This New Teacher Survival Kit was designed to address these needs. Inside, you will find critical information to assist you in your first few years of teaching. But don't stop there. If you haven't already, be sure to join the New Teacher Network online ([www.yourteachernetwork.com](http://www.yourteachernetwork.com)) where you can explore additional resources designed specifically for new teachers, just like you.

Once you join the New Teacher Network, you can communicate with other new teachers in a safe environment, post questions and get answers from new, as well as veteran teachers, and access content specifically targeted for the first few years of teaching. Remember, thousands of teachers are feeling just like you and are looking for a way to share their thoughts and ideas. Get the support you need by joining the New Teacher Network today!

**Sincerely,**

Your Friends at the **New Teacher Network**

**P.S.** Be sure to check out the other great benefits designed specifically for new teachers, outlined in this kit. The MEEMIC Foundation provides grants that can be accessed by new teachers to improve their classrooms. MEEMIC Insurance Company offers additional discounts to newly certified teachers on insurance products designed specifically for educators.

[www.yourteachernetwork.com](http://www.yourteachernetwork.com)



## Make the Most of Your Network

New teachers need support and you have taken an important step to get it by joining the New Teacher Network.

Now that you've joined, be sure to get the most out of your membership by following these simple steps:

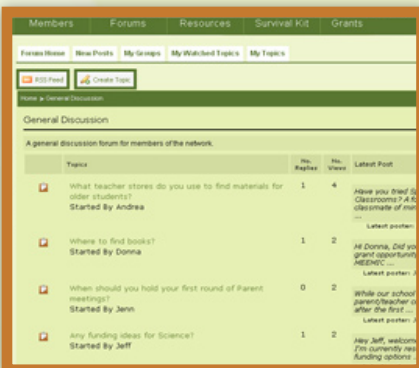
1. Be sure to update your profile to include information about you and your school. Other teachers will feel more comfortable communicating with you if they can see your picture and read a little about you.
2. Browse through other members' profiles to connect with new teachers on the network by clicking on the "members" tab on the site.
3. Participate in our new teacher forums to ask questions or to share things you have learned.



### Resources for New Teachers

The New Teacher Network is full of resources to assist new teachers. Be sure to check out all of the great content and join in by contributing your own information. Members have access to a variety of new teacher content including:

- An electronic version of our popular New Teacher Survival Kit
- Our latest articles written specifically to address issues that new teachers face daily
- Information about how you can receive grants for your school and classroom



Once you get going, you can participate in any of our new teacher forums by clicking the "Forums" tab on the site. Forums are a great way to ask questions of other new teachers or to share the things you have learned along the way.

The network is just like teaching. The more you contribute, the more you will get out of it. So be sure to log-in and participate often.



by MEEMIC Insurance Company

## New Teacher Checklist

Your first weeks as a new teacher can be nerve-racking. How prepared are you? The checklist below provides some tips to help ease your mind as you embark on your new teaching career.

- Spend time with your classroom roster and learn everyone's names.
- Make sure your first set of lesson plans are in place.
- Sit in a desk as a student would and look for items that might distract them from learning.
- Establish a classroom system and be prepared to discuss it with your students (see the "Setting up a Classroom System for New Teachers" article inside this kit).
- Avoid "down" time by planning for transitions between learning activities or lessons.
- Find out from your school's administrators what elements need to be permanently placed in your classroom.
- Establish a homework policy early on in the school year and stick to it.
- Find out whether your classroom door should be open or closed during class.
- For younger children, create a quiet signal for your students and practice it frequently in the first weeks of school.
- Learn about your student's culture and what holidays they celebrate.
- Make sure you have a list of emergency numbers near your classroom phone.

This checklist doesn't cover everything, but it's a good place to start. Just remember: as a new teacher there is no such thing as over planning. Good luck!





by MEEMIC Insurance Company

## Successful Lesson Plans for the New Teacher

Developing successful lesson plans can provide you with structure and organization in your new classroom. Often new teachers will face challenges that can be easily prevented through proper planning. Well-prepared lesson plans can address many of these issues. Here are some tips for developing your first lesson plans:

1. **Set realistic goals for a lesson plan:** These goals should directly relate to what you expect students to learn during the lesson. Lessons should have an overall goal that is broad and relates to the entire lesson, as well as specific goals that should clearly relate to each individual item that students should take away from the lesson.
2. **Create a list of required materials:** Developing this list will force you to think through the items that are required to complete your lesson. This will ensure that you won't get into the lesson and realize that you are missing something that is required.
3. **Develop an introduction:** A good introduction should be formulated into a question that will capture the interest of students. The question could provide a preview of what is to be revealed in the lesson and begin a discussion that will allow you to jump into the actual lesson content.
4. **Develop step-by-step lesson instructions:** These instructions do not need to include word-for-word explanations of everything that will be covered in the lesson. They should, however, include the basic steps. Concise bullet points work well to convey the lesson instructions. As you create your lesson instructions, imagine that you are developing the steps for another teacher who has no experience with this lesson. This will ensure that you capture each and every step.





by MEEMIC Insurance Company

## Successful Lesson Plans for the New Teacher

5. **Create a student participation element:** You can allow students to experience the lesson in action with a student participation element. These exercises should reinforce the specific lesson goals and allow the students to work through steps of the lesson on their own.
6. **Develop an evaluation:** An evaluation will compare what the students have learned directly against the specific goals of the lesson. This could be a simple exercise, such as a short quiz that measures the student's comprehension of the information and ability to achieve the goals defined for the lesson.
7. **Develop a closing:** A good closing will reintroduce your introductory question and encourage your students to answer it utilizing the information that has been communicated during the lesson. If the lesson plan has been executed well, the students should be able to answer the question on their own using the information that was presented.
8. **Apply timing:** At this point, you should go back over the main sections of your lesson plan (introduction, lesson instruction, student participation and closing) and apply timing to each section so that you can pace yourself as you execute the lesson plan.
9. **Practice:** Comfort comes in presenting a lesson over time. You should practice the lesson a few times prior to delivering for the first time to your students, so that you establish a comfort level with the material.

The success of any lesson comes from being prepared. Following these steps will allow you to develop successful lesson plans that can provide the confidence you need to succeed.



[www.yourteachernetwork.com](http://www.yourteachernetwork.com)



by MEEMIC Insurance Company

## Setting up a Classroom System for New Teachers

As a new teacher, having an effective classroom system that your students understand and embrace is critical to a smooth transition into your first years of teaching. Here are a few basic guidelines for developing an effective classroom system.

1. **Develop your individual system:** Effective classroom systems are simple and easy to remember. Begin by writing down all of the guidelines that you would like your students to follow within the classroom. From there, drill down to the top five guidelines that are most important.
2. **Keep each guideline to one short phrase:** Take each of the five guidelines and reduce them down to an easy to remember phrase. Resist the urge to use any more than one line to communicate each guideline.
3. **Discuss the system:** In order for students to embrace a new classroom system, they must first fully understand it. Discuss an overview of the classroom system thoroughly in the first few days of school. Then, select one guideline to discuss in detail each day.
4. **Engage the students with each guideline:** As each guideline is discussed in detail, allow the students to perform that guideline as they would in their daily life within the classroom. For older students discuss each guideline and ask why it would be important to the overall structure of the classroom.



[www.yourteachernetwork.com](http://www.yourteachernetwork.com)



by MEEMIC Insurance Company

## Setting up a Classroom System for New Teachers

5. **Develop a visual aid:** Whenever possible, develop a poster or sign that discusses the classroom system and reviews each critical guideline. This should be placed in an area of the classroom where it can be easily viewed by all students. For younger students, the poster could use simple images or drawings that relate to each element of the system. Refer to the visual aid whenever the system or the guidelines are discussed to reinforce its importance and remind the students that they can always refer to it.
6. **Positively reinforce the system:** As students test the limits of your guidelines you will have to enforce each of them as you see fit. However, a better way to ensure students observe the guidelines is to positively reinforce good student behavior early on in the year. Acknowledgement of observing the guidelines is often all students will need in order to embrace the system.
7. **Define the consequences:** As you develop your classroom system, clearly define the repercussions for ignoring each of the elements. Develop a process where students that ignore the guidelines are provided with several warnings, each accompanied with a review of the guideline and description of the consequences if they ignore it again. Get the students to agree with the consequences in your initial review of each individual guideline at the beginning of the year.

Establishing an effective classroom system can create a controlled environment in which good students can excel and difficult students can improve their behavior. This will free you up as a new teacher to focus on learning instead of classroom management.



[www.yourteachernetwork.com](http://www.yourteachernetwork.com)



by MEEMIC Insurance Company

## The Top 10 New Teacher Resources to Launch Your Career

New teachers need all the help they can get in creating an effective classroom system and a successful plan for the school year. Here are the top 10 new teacher resources that can help get you started on your path to success.

1. **Scholastic:** Scholastic, an educational pillar for nearly 90 years, strives to create products that present a clear explanation of current affairs and contemporary thought, while encouraging literary appreciation and expression of young people at all levels of learning. [www.scholastic.com](http://www.scholastic.com)
2. **Education Week Teacher PD Sourcebook:** This interactive online directory is the most complete resource for K-12 educators seeking professional development such as materials, courses and seminars that develop core skills such as classroom management, teaching diverse learners and students with disabilities, and more. <http://directory.teachersourcebook.org>
3. **U.S. Department of Education:** The Department of Education promotes student achievement by fostering educational excellence and ensuring equal access. Programs provide grant, loan and work-study assistance to about 11 million postsecondary students. [www.ed.gov](http://www.ed.gov)
4. **TeachersFirst:** A rich collection of lessons, units, and web resources designed to save teachers time by delivering just what they need in a practical, user-friendly, and ad-free format. Additional professional and classroom-ready content available, including practical ideas to use in the classroom. [www.teachersfirst.com](http://www.teachersfirst.com)



[www.yourteachernetwork.com](http://www.yourteachernetwork.com)



by MEEMIC Insurance Company

## The Top 10 New Teacher Resources to Launch Your Career

5. **New Teacher Hotline:** Submit your questions on this podcast site, hosted by Dr. Glen Moulton, a supervisor of instruction and lifelong teacher trainer, and Michael Kelley, the author of *Rookie Teaching for Dummies*, monthly, as they help new teachers ease their way through the first few years of teaching. [www.newteacherhotline.com](http://www.newteacherhotline.com)
6. **TeacherVision:** Your solution for a successful school year, discover tips for your first day, classroom-management, and lesson plans that will support your curriculum all year long. Get help with disciplining students, methodologies, maintaining authority and fairness, forming relationships with parents and more. [www.teachervision.fen.com](http://www.teachervision.fen.com)
7. **Teachers.Net:** This free educational resource offers lesson plans, ideas for classroom projects and other curriculum tools designed to keep you fresh. Also contains listings of teacher jobs and classified ads. <http://teachers.net>
8. **PBS Teachers:** PBS's national web destination for high-quality preK-12 educational resources offers thousands of lesson plans, teaching activities, on-demand video assets, and interactive games and simulations to keep you moving forward, PBS-style. [www.pbs.org/teachers](http://www.pbs.org/teachers)
9. **The National Education Association:** Offering tools and ideas for new teachers, this organization strongly believes in great public schools for every student, is a resource for issues facing educators today and encourages action for these issues. [www.nea.org](http://www.nea.org)
10. **NewTeacherUniversity:** This online resource center is designed to create success for new and beginning teachers; equipping, empowering and encouraging teachers throughout their careers, while providing them with the necessary tools for success both in and out side the classroom. [www.newteacheruniversity.com](http://www.newteacheruniversity.com)



[www.yourteachernetwork.com](http://www.yourteachernetwork.com)

# The MEEMIC Foundation

## Supporting Teachers and Schools Through Grants

New teachers need support. They need the support from their peers, support from their schools and of course, financial support. The MEEMIC Foundation for the Future of Education was created in 1992 as a non-profit organization dedicated to advancing the future of education by offering financial assistance to Michigan schools and educators. Since its inception, the MEEMIC Foundation has contributed nearly \$1,000,000 in support of education in Michigan.

### What does this mean for you?

Additional financial support for your classroom! Twice a year, grants valued up to \$2,500 are available for any Michigan educators with innovative program ideas that also hold the potential to impact current curriculum and a large number of students. The possibilities for funding are as endless as your creativity! Wondering how to apply for a grant? Visit [www.meemic.com](http://www.meemic.com) for more information or to complete an application for funding.

Grants up to  
**\$2,500**  
are available!

### The MEEMIC Foundation – Grants in Action

Dr. Dan Lawrence, a counselor at Chippewa Valley High School in Clinton Township, Michigan received a \$500 grant from The MEEMIC Foundation to support a program called "Challenge Day". Challenge Day is a day-long workshop that addresses violence, racism, teasing, tobacco, drugs and alcohol, and how these critical issues are impacting our teens. Working together, 125 students, 25 adult volunteers and the surrounding community, aim to increase awareness and coping mechanisms for these issues. As Dr. Lawrence says, "The actual event is one day, but the impact of Challenge Day impacts the students throughout the school year."



[www.meemic.com](http://www.meemic.com)



## MEEMIC Insurance Company – Insurance Products Designed for Educators

MEEMIC Insurance Company was formed in 1950 by seven teachers who had a belief that they could provide high-quality, affordable insurance protection to their fellow educators. Now 60 years later, MEEMIC remains firmly committed to the educational community, offering products and services designed specifically to meet educators' needs at preferred rates. In fact, most of MEEMIC's agents are or were members of the educational community themselves. And because MEEMIC insurance is sold by educators, our agents understand your needs as you embark on your new career, and can tailor your coverage specifically for you.

### Quality benefits from a top-rated insurance company

MEEMIC is there when you need us most and our best-in-class 24/7 claims service continues to be a primary factor in why current policyholders stay with MEEMIC, and why new customers come to us every day. You can also rest assured that you are receiving protection from an organization rated **"A" (Excellent)** from rating agency A.M. Best\*. And we don't just offer auto insurance; we offer renters, home, boat and umbrella products as well. Providing quality insurance for those who lead our future, we're here to support educators.

Up to **10% off**  
for New  
Teachers!

### Additional discount for new teachers

As a new teacher, you need to save money. MEEMIC understands this and offers an additional benefit specifically for you. Any teacher newly certified in the last 5 years will receive up to an additional 10% discount on our already discounted rates.

### Let us show you how much you can save

Simply request a free, no-obligation Auto quote\* online at [www.MEEMIC.com](http://www.MEEMIC.com) or contact your local MEEMIC agent and we'll send you a \$10 Target Gift Card AND a Reusable Lunch Bag! Be sure to use preferred quote code **New2010**.

Get a Free Auto  
Quote\* today  
and receive a \$10  
Target Gift Card  
and a Reusable  
Lunch Bag

Preferred quote code New2010

[www.meemic.com](http://www.meemic.com)

\* A.M. Best rating effective February 2010.

\* No purchase necessary. Simply visit [meemic.com](http://meemic.com) to request an online auto quote or request an auto quote from any licensed MEEMIC representative ("Representative") any time between August 30, 2010 until 11:59 pm (EST) on December 31, 2010. MI Residents only. One gift per household. New Customers only. Offer good for New Teachers only (any teacher newly certified in the last 5 years). Must meet all qualifications listed and use preferred quote code New2010.