

## Dual Language Immersion New Partner Task List

Partner Language Teacher	Items: <input type="checkbox"/> Logistics <input type="checkbox"/> Classroom Management <input type="checkbox"/> Communication
English Language Teacher	

### Logistics

#### 1. Prepare your Schedule/Transitions

- Create a Daily Schedule
  - Total the hours in the school day.
  - Subtract recess and lunch times.
  - Subtract special classes (P.E., Art, Music, etc.)
  - Divide Instructional time equally between the two classes.
  - Time between classes should be the same by the end of a two-week cycle.
  
- Identify Transition Times
  - Total the hours in the school day.
  - Use recess and lunch as transitions when possible.
  
- Determine your schedule for alternating am/pm classes
  - Daily-A/B Days
  - Weekly
  - Monthly

#### 2. Classroom Setup

- Choose colors to identify classes
- Tables or desks grouped appropriately for grade level  
(Similar set-up between classrooms can be helpful but is not required.)
- If/how materials will be transported between classes  
(Totes, shared desk space, cubbies, magazine boxes, etc.)

#### 3. Attendance and Lunch Count

- Plan how lunch and attendance will be recorded.

#### 4. Plan Your First Day of School

- Schedule time to teach and practice procedures in both classes
- Plan community building activities

## Classroom Management

### 1. Discuss Management Plan

- Determine a behavior system that is similar and would work in both or can be supported in both classrooms.
- Determine classroom expectations.  
(Should align with school-wide expectations.)
- Determine rewards/reinforcements for appropriate behaviors.
- Determine consequences for inappropriate behaviors.
- Determine how holiday/birthday/special occasions will be celebrated.

### 2. Identify Procedures – Teach, practice and reinforce procedures repeatedly during the first two weeks of school in both languages. (See Classroom Procedures document)

- Establish signals and attention getters to be used.
- Identify procedures that involve movement or transition  
(Small groups, gathering area, water fountain, sharpening pencils, putting away materials, lining up, bathroom, clean up, lunch, transition between classrooms, backpacks, exit, enter, dismissal, etc.)

## Communication

### 1. Identify Partner Communication Plan

- How to communicate with each other/others when students are present.
- Schedule collaboration meeting times
  - Daily/weekly partner collaboration  
(use Collaboration Protocol Template. Document found at-  
[www.utahdli.org](http://www.utahdli.org) : Languages : English : Teachers : Templates)
  - Weekly grade level meeting

### 2. Identify Parent Communication Plan

- Back to school and disclosure letters.  
(Introduce both teachers. Explain separation of languages.)
- Class or grade level newsletter  
(Sent weekly or monthly?)
- Day-to-Day Communication  
(email, phone calls, scheduled meetings)
- Plan Back to School Night
  - Prepare class disclosure statement (examples found at-  
[www.utahdli.org](http://www.utahdli.org) : Languages : English : Teachers : Documents)

### 3. Review and Discuss Troubleshooting Discussion Points

(See Troubleshooting Discussion Points document)

