

THE **BIC** TEACHER TIMES

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FOR THE CLASSROOM

Getting Ready for Substitutes

Create a Sub's Space Place (Try saying that five times): Clear a drawer in a desk or filing cabinet and fill it with the lessons and materials that your substitute will need to conduct your class while you are gone.

Compile a sub folder: Prepare a substitute teacher folder that includes the following items:

- Lesson plans
- School map with your classroom, the teacher's lounge, lunch room, and main office highlighted.
- Seating chart with students' names. Provide a space beside each student's name for notes. (Include pictures of the students for faster identification).
- Name of trusted student in each of your classes.
- Name of next door teacher to turn to for help.



- List of both classroom and school rules.
- A detailed description of daily routines including bathroom breaks, lunch, and recess.
- Time, place, and procedure for duties.

Prep your students: Throughout the year, take five minutes to review with your students the procedures and rules when having a substitute. This will increase the chances that your classroom will run smoothly while you are away.

Sub Sound-Off Sheet: Create a checklist report for your substitute to complete at the end of the day. Establish categories of good, fair, and poor and ask the substitute to evaluate the academic and behavioral performance of each lesson conducted during the day by checking boxes labeled excellent, good, fair, or poor. Leave space at the bottom for written comments and the substitute's name and phone number.

Treat 'em right! Substitutes often play a thankless role. Show your appreciation by including a small treat or novelty gift in the folder. To show greater appreciation, purchase a gift certificate for a free ice cream cone or admission to the local movie theater.

FEATURE STORY

Grading Tips

Grading rubrics can be a teacher's best friend when it comes to accurately assessing a student's performance on an assignment. But who has the time to create a rubric? Rubistar (<http://rubistar.4teachers.org>) is a free, online tool designed to help busy teachers create quality rubrics.

This easy-to-use site offers a wide range of customizable rubric templates in the areas of reading, writing, oral projects, multimedia, art, math, work skills, science, products, and music. Really pressed for time? Then do a key word search to find another teacher's rubric posted on the site. Registration is free!

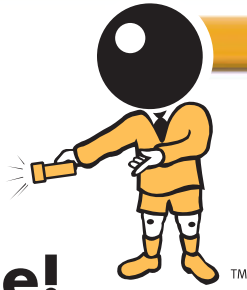
Put down that red pen! Red is perceived as a negative color with connotations of anger. Instead use more

positive colors such as green, which is associated with newness, or blue, which is associated with wisdom.

Don't kick 'em when they're down! Let students know how many they got right instead of how many they missed. A score of 4 out of 20 is less discouraging than a -16.

86 your X's. Marking a student's paper with X's creates a barrier between you and your student. Instead use slashes or circles to communicate to your students what they missed. Not only are these marks more positive, but they also help students see their mistakes more clearly.

All The Colors Of The Rainbow ... And Then Some!



For teachers who label, organize, and love to create, **BIC Mark-it** is the fashionable brand of permanent marker that makes everyday marking activities more colorful and fun.

Color is everywhere. It adds beauty, energy and creativity to our lives. We see it everyday - paint companies have more than 1,000 colors in their collections, household appliances and furnishings are going color, and so on. In an educational environment, color has been shown to effect student concentration, performance, health, behavior, and attitudes by enhancing productivity. As a consequence, having studied the various color trends, forecasts, and predictors, BIC



PRODUCT SPOTLIGHT

developed two new color palettes to add to its Color Collection line-up.

The new Earthly Expressions™ and Paradise Pastels™ Color Collections will launch in February 2007. The Earthly Expressions color pallet will contain 12 new contemporary and earthy colors. The Paradise Pastels color collection contains 12 delicious colors in a modern pastels pallet. Along with the Original Color Collection of 12 primary colors, **BIC Mark-it** Permanent Markers are now available in 36 colors. With this wide array of colors, you and your students can convert your classroom atmosphere into one that is creative, stimulating, and EXTRAordinary!

Email us at teachers@bicworld.com to let us know what classroom crafts or projects you use permanent markers for and the colorful experience they provide.

Source: Influence of the School Facility on Student Achievement: Lighting; Color.

<http://www.coe.uga.edu/sdpl/researchabstracts/visual.html>. Jago, Elizabeth, Comp.; Tanner, Ken, Comp. (University of Georgia; Dept. of Educational Leadership, Athens, GA, Apr 1999)

Teacher's White Board

An Education in Dry Erase

As the use of whiteboards in the classroom continues to grow, we thought we'd dedicate a little bit of space this month to give you some helpful tips that can help optimize performance and prolong the life of your dry erase marker.

Proper Classroom Dry Erase Markers

It is important to choose the appropriate dry erase marker for the classroom. Select a dry erase product that is non-toxic and low odor, such as the BIC® Great Erase® Grip Dry Erase Marker. Non-toxic, low odor dry erase markers are the safe choice for children to use in school and at home. However, they do not offer the same vivid ink color and erasability as ketone-based products.

Proper Use of Dry Erase Markers

When writing with a dry erase marker, you should wait until the mark is 100% dry before erasing (approx. 10 seconds). This prevents shadowing/staining/smudging from occurring. Additionally, leaving marks on the dry erase board too long will affect the erasability as well. Thoroughly clean your whiteboard every two weeks with an alcohol-based solution for optimal performance.

Proper Storage of Dry Erase Markers

To ensure that the pigment does not settle away from the solvent, always store dry erase markers in the horizontal position. This will give you a smooth, even writing experience. If the markers are stored nib up, the color will be very weak, but on the flip side, erasability will be good. The opposite is true if the marker is stored nib down - the color will be very strong but erasability will be poor.



Send your comments and feedback to: Teachers@bicworld.com