

Bitesize Demo

Mentoring New Teachers - Classroom Management: ADHD

Experienced Teacher/Mentor > New Teacher

Track Description

[APP_NAME] can be a teacher's "virtual assistant" to provide time for other demands that are also essential.

This week-long demo Track is designed to cover 6 school days with 14 messages.

It is an example of how Bitesize Tracks can:

1. Build rapport between experienced teachers (mentor) and new teachers.
2. Introduce classroom management skills that support students with ADHD.
3. Tie into the "Letters to Parents" Track to make it easier for the new teachers to establish habits of communicating with parents.

Transition Onto Track:

When using [APP_NAME], it's helpful to set expectations upfront. Before starting the Track, the mentoring teacher should share a message such as: "I'm happy that I get to be your teaching mentor! I want to focus this semester on classroom management skills that support students with ADHD. If I send you an email every day after school, will you take 15 minutes to check it out? You can use these ideas as you work on your next lesson plan. Occasionally I'll text you a few reminders during the day as well. I'll also check directly with you, but please reach out to me whenever you have any questions."

Framing Steps

Trigger Day

Step 01. Text: Welcome!

Delivered to: Contact
Delivery Method: Auto-text > Text > Email
Day: Trigger
Time: 00:05
Subject: Welcome!
Step Content:

So glad you're part of our school! Excited to work with you. I'll text you again when I start emailing info about students with ADHD. ;-) [FIRSTNAME_USER]

Day 1

Step 02. Email: Welcome!

Delivery Method: Email > Auto-text > Text
Day: 1
Time: 07:55
Subject: Welcome!
Step Content:

Hi [FNAME_CONTACT],

I'm happy that I get to be your teaching mentor! I want to focus this semester on classroom management skills that support students with ADHD.

According to the [CDC](#), there are approximately 5.7 million school-aged children with ADHD in the US. That's approximately 9.4%! I'll share tips on setting up your class to support these students.

Throughout this semester, I'll be sending you emails about 4:00 PM. Occasionally, I'll text you a few reminders during the day as well. Will you take 15 minutes to check out my messages? Then plan ways to implement some of the ideas into your next lesson

plan. As we go, I'll also coach you on putting together your [Individual Professional Learning Plan](#) (IPLP).

I'll check with you several times a week, but please ask anytime you have questions. I'm here to help. You'll find my contact information below.

[CLOSING_SALUATION]

[SIGNATURENAME_USER]

[TITLE]

[PHONENO_USER]

[EMAIL_USER]

[WEBSITE]

[TAGLINE]

Step 03. Text: Just Sent an Email

Delivered to: Contact

Delivery Method: Auto-text > Text > Email

Day: 1

Time: 8.00

Subject: Just Sent an Email

Step Content:

[FNAME_CONTACT], I just sent you an email. If you don't see it, check your spam. Have a good day! ~[FIRSTNAME_USER]

Step 04. Email: How Can I Learn About My Students' Needs?

Delivery Method: Email > Auto-text > Text

Day: 1

Time: 16:03

Subject: How Can I Learn About My Students' Needs?

Step Content:

[FNAME_CONTACT],

Do you know about [Universal Design](#)? If a design supports the neediest audience, it will help everyone else too. Drop-down curbs are a great example of this. Someone who is in a wheelchair can easily move down the street and so can parents with carriages, bicyclists, even someone with a sore ankle from yesterday's run.

So here's a tip for classroom management using Universal Design: To manage a classroom where all your students can thrive, assess the needs of students who are most likely to struggle.

It helps to get to know the strengths and needs of all our students. Here's a [letter](#) you can email to your students' parents. The easiest way to do this is with [APP_NAME]. Here's some information to help you get started:

- Import your students' parents as [Contacts](#) in [APP_NAME].
- Put parents on a [Track](#). In this case, you'd put them on "Student Needs and Strengths" under Letters to Parents.

If you're like me and tend to forget things, I'll help you out with a few text reminders.

[CLOSING_SALUATION]

[SIGNATURENAME_USER]

[TITLE]

[PHONENO_USER]

[EMAIL_USER]

[WEBSITE]

[TAGLINE]

Step 05. Text: Add Phone Number

Delivered to: Contact

Delivery Method: Auto-text > Text > Email

Day: 1

Time: 16:08

Subject: Add Phone Number

Step Content:

Any questions about Universal Design? Add this number to your contacts so you can reach me easily.~[FIRSTNAME_USER]

Day 2

Step 06. Email: Help Sending a Letter to Parents

Delivered to: User

Delivery Method: Email

Day: 2

Time: 8:00

Subject: Help Sending a Letter to Parents

Step Content:

[FIRSTNAME_USER],

Yesterday [FULLNAME_CONTACT] learned about [Universal Design](#) and was encouraged to send a [letter](#) to parents regarding their child's strengths and challenges.

Later today, you may receive a message from [FNAME_CONTACT] asking for help with [APP_NAME]. It might build rapport for the two of you to learn more about [APP_NAME] together.

Here are some great resources that may help you and [FNAME_CONTACT]:

- Training videos in the [Menu](#) under Media
- [APP_NAME] Facebook site that includes a schedule of upcoming live virtual trainings.
(You and [FNAME_CONTACT] may even want to participate in a training webinar together.)

There are several other things you can easily do to help [FNAME_CONTACT].

- See [what](#) [FNAME_CONTACT] is learning.
- Quickly [drop a text](#) to [FNAME_CONTACT].
- Follow up with a call to [PHONENO_CONTACT].
- Adjust times that messages are delivered or customize the messages.

Do you remember some of the challenges you had during your first experiences in the classroom? You can help [FNAME_CONTACT].

Your Virtual Assistant,
[APP_NAME]

Step 07. Text: Reminder About Parent Letter

Delivered to: Contact

Delivery Method: Auto-text > Text > Email

Day: 2

Time: 16:04

Subject: Reminder About Parent Letter

Step Content:

If you didn't have a chance to send the parent letter yet, there's no time like the present. Need help using [APP_NAME]?

Day 3

Step 08. Email: How Will I Know If a Student Has ADHD or Other Needs?

Delivered to: Contact

Delivery Method: Email > Auto-text > Text

Day: 3

Time: 16:01

Subject: How Will I Know If a Student Has ADHD or Other Needs??

Step Content:

Hi [FNAME_CONTACT],

It's important that you understand the strengths and needs of all your students especially those who have [a specific learning need](#). It's essential for you to plan your classroom management to address these needs. A good starting place is to reach out to our school's Special Education Director for help with students who have IEPs and 504s.

Here's something else you can do to accommodate students with special needs:

1. Use the [XYZ Program](#) to go over the IEPs or 504s recommendations for students in your class. (Don't close the program because you'll need to refer back later.)
2. Consider your lesson plan for tomorrow. What is one change you can make in your plan to accommodate a need of at least one student?
3. Make the change and highlight it.
4. Copy the section of the IEP or 504 you considered.
5. Add a comment bubble in your lesson plan and paste in that IEP or 504 info. Don't mention specific names.
6. Print your modified lesson plan with the comment, and add it to your [Individual Professional Learning Plan](#) (IPLP).
7. Copy the modified section of your lesson plan and add it to the "Response to Intervention" section of the XYZ Program.
8. Print this page from the XYZ Program and also add it to your IPLP.

Congratulations! Not only have you documented how you're reaching your professional development goals, you've recorded information to help other teachers!

[CLOSING_SALUATION]

[SIGNATURENAME_USER]

[TITLE]

[PHONENO_USER]

[EMAIL_USER]

[WEBSITE]

[TAGLINE]

Day 4

Step 09. Text: Don't Fret Over Mistakes

Delivered to: Contact

Delivery Method: Auto-text > Text > Email

Day: 4

Time: 08:04

Subject: Don't Fret Over Mistakes

Step Content:

Hi [FNAME_CONTACT]! How did your modified lesson plan go today? Reach out to me whenever I can help.~[FIRSTNAME_USER]

Step 10. Email: Does My Student Have ADHD or Dyslexia?

Delivered to: Contact

Delivery Method: Email > Auto-text > Text

Day: 4

Time: 16:01

Subject: Does My Student Have ADHD or Dyslexia?

Step Content:

[FNAME_CONTACT],

Students who struggle with ADHD sometimes struggle in other areas as well: [Why is there overlap between ADHD & Dyslexia?](#)

How can you support all needs? One part of your plan should be building a mutually supportive relationship between school and home. [Whatever the students' ages](#), parents can help students by reading to and with them regularly. However, some parents may not know how to provide this support. There's a track in [APP_NAME] that provides tips on how a parent can read to and with their child. Here's a sample video from that Track: [Improving Your Child's Reading Skills--Intro to Scaffolding](#).

Here's what I suggest to continue building a relationship between school and home,:

1. Review the parent letters to find parents who identified students with reading difficulties. You may also identify other students from our school records.
2. Text these parents to prepare them to receive these Track messages from [APP_NAME]. You can send group texts that feel personalized. You might say something like this, "I'd love to work together with you to see growth in your child's reading skills this year. I have some information with tips on what you can do at home. If I sent you a few messages each week for a month, would you take 15-30 minutes to review my suggestions and try out these tips?"
3. Put the parents of your struggling students on the "Improving Your Child's Reading Skills" Track.
4. Print the record of your communication with these parents from [APP_NAME] for your IPLP.

You can take a few steps like these to strengthen a bond between home and school that will give your students more growth opportunities.

[CLOSING_SALUATION]

[SIGNATURENAME_USER]

[TITLE]

[PHONENO_USER]

[EMAIL_USER]

[WEBSITE]

[TAGLINE]

Day 5

Step 11. Email: Helping Students with Their Executive Functions

Delivered to: Contact

Delivery Method: Email

Day: 5

Time: 16:10

Subject: Helping Students with Their Executive Functions

Step Content:

Hi [FNAME_CONTACT],

Sometimes teachers wonder if one or more of their students have ADHD. Here's an explanation about ADHD testing: [How Is ADHD Diagnosed?](#)

[Executive functions](#) are what people use to plan, organize, and complete tasks. Students with ADHD often struggle with executive functions. As you implement plans to support students with executive functioning needs, you'll help many other students in your class as well. Don't look at the accommodations in that student's 504 or IEP file as a limitation for your classroom management. Look at accommodations as resources to help not only a particular student but all your students as well. Remember the [Universal Design](#) principle.

Today email an other teacher and set up a time to visit in their rooms. Before the visit, think about the "Student Strengths and Needs" forms that you've gathered from students' parents.

- What needs would you like to ask these teachers about?
- How do these teachers support students who seemed disorganized?

Take a notebook or digital device, and list some of their ideas. Print a copy of your notes, and add it to your IPLP.

After this visit, consider your daily routine and your room organization. What could you change? Pick one or two ideas to implement. I can't wait to hear your ideas and see what I can learn from you!

[CLOSING_SALUATION]

[SIGNATURENAME_USER]

[TITLE]

[PHONENO_USER]

[EMAIL_USER]

[WEBSITE]

[TAGLINE]

Day 6

Step 12. Text: Schedule a Follow-Up Visit

Delivered to: Contact

Delivery Method: Auto-text > Text > Email

Day: 6

Time: 08:04

Subject: Schedule a Follow-up Visit

Step Content:

Let's visit some time soon. I'd love to hear about your experiences last week.

Step 13. Email: Conversation Starters for PLC Meeting

Delivered to: User

Delivery Method: Email

Day: 6

Time: 08:06

Subject: Conversation Starters for PLC Meeting

Step Content:

[FIRSTNAME_USER],

Plan a visit with [FNAME_CONTACT]. Would it be effective to do this at the end of your Professional Learning Community discussion?

Here are some questions to help you begin a conversation:

1. What have you noticed about your students who struggle with organizational skill?
2. What strengths do these students seem to have?
3. What did you learn about these students from their parents?
4. How can you manage your classroom to support these students?
5. How will these changes help other students as well?

You can provide a lifeline for [FNAME_CONTACT] during a challenging time.

Your Virtual Assistant,
[APP_NAME]

Step 14. Email: Thank You

Delivered to: Contact
Delivery Method: Email
Day: 6
Time: 16:04
Subject: Thank You
Step Content:

[FNAME_CONTACT],

Thank you for all you're doing to help your students. Remember, "One book, one pen, one child, and one teacher can change the world." ~Malala Yousafzai.

I love quotes about the noble profession of teaching. I went into teaching with idealism because I wanted to help kids.

Honestly though, some days these kind of messages depress me. If I've had a bad day or some of my needy students have had a bad day, I might feel more like a failure than an inspiration.

Here's what I've learned: I can't let myself feel like a failure even if I've made a mistake or had a bad day. Instead, I try to focus on quotes like these:

- "Failure is instructive." ~John Dewey
- "Only those who dare to fail greatly can ever achieve greatly." ~Robert F. Kennedy
- "Making a mistake is a lot better than not doing anything."~Billie Joe Armstrong

I try to reflect on my successes and my mistakes when I'm planning for the next day. Take a minute to reflect on your day:

- What went well?
- What didn't go so well?
- What would you do differently next time?

At the bottom of your lesson plan, jot a few notes. Then put a copy of that lesson plan with those notes in your IPLP.

And know that I really do thank you for working hard to help all of your students, especially those who seem to take a little more hard work. :-) Remember I'm always close at hand!

[CLOSING_SALUATION]

[SIGNATURENAME_USER]

[TITLE]

[PHONENO_USER]

[EMAIL_USER]

[WEBSITE]

[TAGLINE]