

Table of Contents

Preface 13

School Structures and Climate that Meet the Needs of Middle Years Students

Overview of School Structures and Classroom Climate
that Meet the Needs of Middle Years Students 17

13 Guiding Questions for School Structures and Climate 18

20 School Structure and Climate Terms for Middle Years Students 19

12 School Structures that Meet the Needs of Middle Years Students 21

SO, you Think you Have a Good School! 22

13 Major Distinctions Between the Middle School Years and the High School Years . . 28

12 Focus Areas for Middle Years Education 29

40 Needs and Characteristics of Young Adolescents 30

23 Indicators of a Gifted/Talented Student 32

10 Steps for Team/Site Based Implementation of Inclusion Programs. 33

10 Characteristics of At-Risk Students and Schools that Meet their Needs 34

10 Traits of Young Adolescents to Keep in Mind When
Planning Lessons and Activities 35

18 Characteristics of Underachievers 36

14 Questions for Teachers of Ethnic and Language Minority
Students to Ask themselves 37

9 Questions Concerning Instruction of Boys vs Girls in the Classroom 38

10 Important Needs Middle Years Students Have While in School 40

10 Points to Consider When Developing a School Mission Statement 41

10 Suggestions for Facility Requirements for Middle Years Schooling 42

13 Suggestions for Developing a Positive School Climate 43



..... **Table of Contents (cont.)**

6 Tasks to Develop Understanding of Community Schools	44
10 High-Priority Areas to Consider When Setting up a Master Schedule	45
9 Things to Think about When Putting Together a Master Schedule	46
30 Rules to Consider for Establishing a Successful Middle Years Setting	47
10 Starter Statements to Assess Classroom Climate	49
10 Ways to Maximise Space in a School Setting	50
10 Creative Approaches to a Positive Classroom Climate	51
10 Questions to Assess Creativity in your School	52
10 Ways to Use Questions to Develop Higher-Level Thinking Skills	53
3 Important Decisions to Make for Effective Classroom Management	54
Student Self-Assessment of Classroom Management Attitudes	55
23 Rewards to Consider for Good Behaviour	56
7 Guidelines to Consider When Establishing a Set of Classroom Rules	57
38 Behaviour Problems that Occur Most Often in the Classroom	59
12 Guidelines for Handling Inappropriate Behaviours	62
3 Approaches to Conflict Mediation	63
Sample Information Gathering Form for Mediation Meeting	65
Sample Behaviour Contract	66
10 Activities to Help Students Think Through and Classify Appropriate Behaviours. . .	67
8 Ways to Head off Potential Discipline Problems Before they Become Major Disruptions	70
18 Teaching Tips and Tidbits	71
8 Ways to Build a Good Parent Communication Program	73
13 Ways to Inform Parents and Caregivers and Involve them in their Child's School Progress	74



..... **Table of Contents (cont.)**

12 Common Causes of Team Failure	109
30 Tools for Building a Team Identity	110
10 Things that Great Teams Do	111
10 More Things that Great Teams Do	112
10 Barriers for Effective Teams to Overcome	113
10 Ideas for Developing a Team Handbook	115
12 Ways to Use Common Planning Time	117
12 Characteristics of Effective Teams.....	118
A List of Advantages and Disadvantages of Varying Team Sizes	119
Sample Interdisciplinary Team Assignment Data Sheet	121
20 Techniques for Effective Team Meetings	122
20 Ways to Spend Team Meeting Time	123
11 Time Wasters at Team Meetings	124
12 Difficult Situations in Meetings and/or Teams	125
7 Guidelines for Setting Team Discipline Rules	127
15 Tools for Team Decision-Making and Problem-Solving	128
15 Questions to Answer when Observing a Team Meeting or Problem-Solving Session	131
11 Questions to Use During a Team Interview	132
15 Ways to Determine If you Are a Good Team Player	133
A Sample Team Self-Evaluation Check List	135
3 Ways to Assess Team Progress	138
20 Ways to Document Student Growth and Achievement on Individual Teams	139
15 Key Benefits of Teams	141



