

# Establish information sharing options

Explore ways to keep communication flowing between regular meetings.

- ✓ Display schedules, rules, and other information on the classroom wall or whiteboard for quick reference by teacher aides.
- ✓ Teachers can make their classroom plans available to teacher aides in hard copy or digitally (for example, as a shared Google Doc) so teacher aides can see what is planned for the day/week/term/unit.
- ✓ Teachers can provide summaries or excerpts of classroom plans to teacher aides, indicating the teacher aides' tasks.

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