

Procedure 1: Beginning of the Day

This procedure will be placed on the hallway side of the classroom door as a friendly reminder to the students. It will be on a laminated sheet of paper that explains what the students should be doing upon arrival to class.

Beginning of the Day

1. Place coat, gloves, hat, etc. and backpack in cubie.
2. Grab all homework, books, and other classroom materials needed out of backpack
3. Greet Ms. Kaseman at the door 😊
4. Turn in any assignments
5. Make lunch choice
6. Organize materials and get ready for class
7. Have two pencils sharpened
8. Write agenda in planner
9. Begin bell work

Procedure 2: Attendance and Lunch Choice

On the white board there will be a small section where students are to choose their lunch choice via personalized magnets. The lunch menu will be posted on the board as well as a friendly reminder for students to make their choice (hot, cold, sandwich, or absent). There will be a classroom job of “attendance taker.” This student will be in charge of making sure all students are following the procedure correctly by reporting the lunch choices to me and reminding those who forgot to make their choice.

Reminder! 

Check what is for lunch

Make your choice

Move your magnet

Procedure 3: Morning Bell Work

Each morning my students will have a chunk of time to get settled in to the classroom. Bell work will change depending on the day. Directions for bell work will be placed on the Active Board each morning. This procedure should quickly turn into a routine. The Active Board will always be where the reminder or prompt is located.

Bell Work

Monday

Fast Math

Grab a computer and begin your fast math!

Tuesday

Keyboarding

Log on to EduType and practice away!

Wednesday

Math word problems

Grab the word problem worksheet off of my desk and begin working on it!

Thursday

Handwriting

Take out your cursive handwriting booklet and work on letters Aa and Bb!

Friday

Art work time

Finish any assignments due this week

Begin working on any unfinished work from this week. If completed please choose to read to self or find a partner and play a math game.

Procedure 4: Lining Up

The procedure for lining up will be posted on the door or near the path where my class will line up. They will line up in number order to prevent issues or confusion. The “Line Leader” will be in charge of making sure the class is appropriately in line before leaving the class. This procedure is also applicable for lining up after recess or a special.

When Ms. Kaseman says it's time to leave the classroom:

Straight Line 

Number Order *1,2,3,4,5,6,7,8,9,10 ...*

Silent Voices *Shhhhhhhh, class is in session*

Hands to Self *Keep them at your sides*

Smiling faces 😊 😊 😊 😊 😊 😊

Procedure 5: Handing in Assignments

Students will hand in assignments to the designated assignment tray. There will be a tray for finished assignments, tests, and unfinished work. Each tray will be labeled to avoid confusion. A short procedure reminder will be listed on the side of the stack of trays.

Don't Forget to Assignment Check ✓

- ✓ My name is on the assignment
- ✓ The assignment is completed
- ✓ I did my best work
- ✓ My assignment is face down in the proper tray

Procedure 6: Free Time

The procedure for free time will consist of a list of things students can do once they have finished their work. The goal of this procedure is to eliminate being asked the same question multiple times each day, “What can I do?” I will have a small reminder taped down on each students’ desk for them to reference.

You’re done with this assignment, what should you do next?

Finish all incomplete work

Math, reading, science, social, art, etc.

Quietly organize your desk and supplies

Choose a math game, fast math, or read to self

Procedure 8: End of Day

End of the day procedures will be listed on a poster and hung in the room near student mailboxes. Students will not be allowed to begin this procedure until they are dismissed to do so by myself.

End of Day:

Quietly ...

1. Wait for Ms. Kaseman's go ahead
2. Put away all materials
3. Grab mail from mailbox
4. Organize homework in homework folder
5. Pack your backpack
6. Bring backpack and other cubie items to desk.
7. Clean your desk area
8. Put your chair on top of desk
9. Wait quietly at desk until dismissed for the day