

Beginning of the Day

This procedure will be placed next to the classroom door as a friendly reminder to the students. The sheet of paper will serve as a reminder to the students what they need to 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. Markwardt 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

Attendance and Lunch Choice

On the white board there will be a section where students are able to choose their lunch choice by moving their personalized magnet. The lunch menu will be posted every day on the board as well as a friendly reminder for students to make their lunch choice hot, cold, or sandwich. There will also be a designated 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 giving a friendly reminder to those who forgot to make their choice.

Attendance and Lunch Count

1. Check what is for lunch
2. Make your choice
3. Move your magnet

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. Markwardt says it's time to leave the classroom:

1. Straight Line
2. Number Order
3. Silent Voices
4. Hands to Self

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 and is highlighted

✓ The assignment is completed

✓ I did my best work

✓ My assignment is face down in the proper tray

Free Choice

The procedure for free choice 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 reminder on the board for each student to reference.

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

1. Finish all incomplete work

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

2. Quietly organize your desk and supplies

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

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. Markwardt's go ahead
2. Put away all materials neatly
3. Grab folder and mail from mailbox
4. Organize homework in homework folder
5. Pack your backpack
6. Bring backpack and other 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
10. Say goodbye to Ms. Markwardt on your way out