**“Beginning our Day – First Five Minutes of Class”**

1.State the procedure: “In order to have a great day we need to begin it the right way in an organized, respectful and efficient manner.”

2. Generate Rationale:

* Has anyone ever entered a classroom and not known what to do?
* What are some of the benefits of beginning our day effectively?
* We will know where to sit, where our homework, lunchboxes, and backpacks go
* We will know what is expected when we enter the class and when we sit at our desk
* We will not take time away from our lessons

3. Explain and model the procedure:

1. Ms. Brown will greet each student at the door with a smile and a handshake or high-five
2. Each student will have their homework folder ready, in hand to go straight to the homework basket that will have their name on it and turn in their homework.
3. Each student will put away their lunchboxes in their assigned shelf or go in an orderly fashion to the lunch board to choose what they will be having for lunch.
4. Each student will hang their backpack behind their desk and look at the board to see the agenda for the day and write down in their notebook the homework for that day.
5. Each student is ready with a pencil on their desk in listening position to start the day
6. Each student will listen to the pledge of allegiance and announcements
7. Ms. Brown stands in the front of the classroom and greets the class again to begin the day by asking how everyone was and having a brief conversation about things students would like to share before beginning.

4. Check for understanding:

* What are we going to do as soon as we arrive to class?
* What will we have ready in hand?
* What will we do with our homework and lunchboxes?
1. Rehearse
* Practice the procedure
* Give specific feedback
1. Reinforce
* Reteach, Practice, and reinforce
1. Remember
* Regardless of age, procedures must be taught and practiced to have a successfully managed classroom.

**Ending Our Day – Last Five Minutes of Class**

1.State the procedure: “In order to have a great ending for our great day we need to be organized, respectful, efficient, and cooperative.”

2. Generate Rationale:

* Has anyone ever left class without knowing what you had for homework and rushing to get all of your things ready?
* What are some of the benefits of ending our day effectively?
* We will know what the homework is to turn in the next day
* We will have time to ask any questions about what we covered or what we will see the next day
* We will leave our classroom clean, organized and ready for the next day
* We will leave the classroom on time for our parents to pick us up and go home

3. Explain and model the procedure:

1. Ms. Brown will say “Class we are almost done for the day! Let’s get ready to go home!” and she will play a song.
2. Each student will clean up an assigned area of the room and make sure there is nothing left on their desk or around the floor.
3. Students will pick up their homework folders from the homework baskets that are ready with homework handouts and handouts with instructions to do the homework. Also, any news that needs to be given to parents will be in the folder as well. Students will place the folders in their backpack and double-check that they have all materials needed for homework.
4. Students will pick up their lunchboxes
5. Students will stand in line at the door, beginning with the line leader for the day and afterwards in alphabetical order.
6. Ms. Brown will go around the room to make sure everything is ready and will tell the line leader to open the door and everyone follow quietly.

4. Check for understanding:

* What are we going to do as soon as the song starts playing?
* What will we put in our backpack?
* What will we do once we are done cleaning and putting everything away?
1. Rehearse
* Practice the procedure, Give specific feedback
1. Reinforce
* Reteach, Practice, and reinforce
1. Remember
* Regardless of age, procedures must be taught and practiced to have a successfully managed classroom.