

PROCEDURES TO START CLASS

1. Have an activity related to the lesson for students to complete while you are calling roll, taking lunch money, etc.

Examples:

1. Objectives can be on the board for students to copy in a daily log.
2. Bell Ringer related to the lesson.

2. Daily routines should be established.

Examples:

1. Pencils should be sharpened at the start of class.
2. Materials should be picked up at the start of class.

3. A materials list should be posted to help alleviate wasted time during transitions.

Examples:

1. Two sheets of loose leaf, an Expo marker, and a pencil.
2. A calculator, a pencil, and daily journal.

PROCEDURES TO END CLASS

1. Always close the lesson by restating objectives or with a relevant activity.
2. Materials should be numbered and put up numerically by the students one to two minutes before the bell rings.
3. All trash is to be deposited in the trash can on the way out the door, not in the middle of class instruction.
4. The teacher, not the bell, dismisses the students with a key word or phrase.

Examples:

1. "Have a great day!"
2. "You are dismissed!"
3. "Goodbye!"

SIGNALS

Screaming is not an effective instructional strategy. Use a signal to get students' attention. For a signal to be effective you must station yourself in a visible, consistent area of the classroom.

1. To quiet the class:

Examples:

1. Finger on lips
2. Stand with your hand in the air and smile
3. Countdown from 5 to 1
4. Ring a chime

2. To get the class' attention:

Examples:

1. Say: "Eyes on Me"
2. Or, one word: "Eyeballs"
3. Stand on an "X" taped to the floor

A ripple effect will begin and the students will respond to your signals the more consistent you are in using them.