

Classroom Procedure

Context: Grade 3 Homeroom (all subjects)

Morning Routine

When students arrive first thing in the morning, they need to:

- Hang up their coats, bags and unpack
- Return the *Communication Folder*
- Quietly wait at their desks for morning announcements.

Predictable routines reduce stress and help create a calm environment (Danielson 2d; Tranter et al., 2016).

Washroom Procedure (*Inspiration Credit to Matt McGuire*)

When a student quietly raises two fingers, such as a peace sign, it signals to the teacher that the student needs to go to the washroom. Once the teacher makes eye contact and nods in approval, the student should take the washroom pass and sign out. Only one student may leave at a time unless it is urgent. This system allows students to use the washroom without disrupting the class and helps build responsibility (Wong & Wong; Danielson 2d).

Transition Between Subjects

Because our class environment remains constant throughout the day, transitions can be challenging for students to understand. Therefore, when the subject changes, a timer/song will play. Students quietly put away their materials and take out the materials for the following subject, then show the “ready position” (hands folded, eyes forward). This keeps the momentum going and wastes less time overall (Danielson 2d; Wong Wong).

Materials & Supplies Procedure

If a pencil breaks or a student needs supplies, they can quietly use the “extras bin” instead of interrupting the teacher. This builds independence and smooths learning without disruptions (Danielson 2d).

Pack-Up & Exit!

Five minutes before the bell, students should:

- Tidy desk and working area.
- Place worksheets in the proper folder.
- Put your communication folder in your backpack.
- Push in your chairs.

- Line up in your correct line (Bus, daycare, pickup).

Closing routines support self-reflection and organization (Danielson 2d).

CLASSROOM RULES

ACTIVE LISTENING

Eyes on the speaker
Voices off
Still Hands

CHOOSE KINDNESS

We speak **kindly**, solve problems with **calm indoor voices**, and we **help** each other up!

SAFE DECISIONS

We keep our **hands/feet/objects** to **ourselves** and use our **tools** in the **right way**!

READY TO LEARN

Bring what you **need**, **follow directions**, and **ask** for **help** if you're stuck!

OWN OUR OOPSIES

We all make mistakes! **Mistakes** are **marvellous** learning **moments**, so **learn** from your mistake don't hide it!