

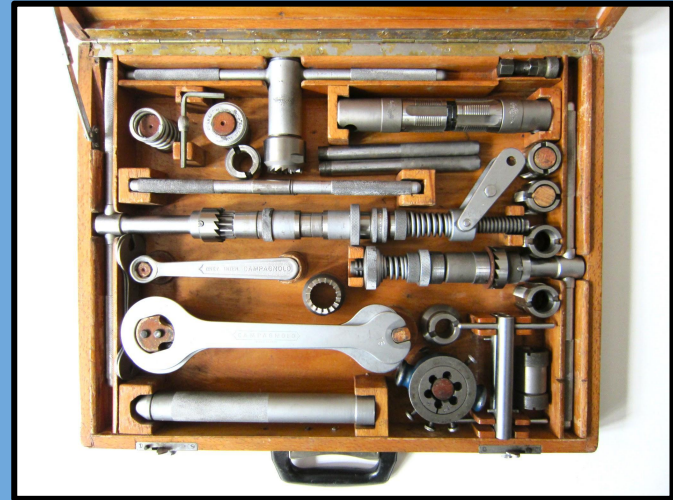


Classroom Routines

Tips from Karen Coopple
Igo Elementary School 4th grade

We all have one. Some are filled.
Others have tools they won't use
this year. Others have so many that
there is no more room. Some are
rusty.

But regardless, we collect them.

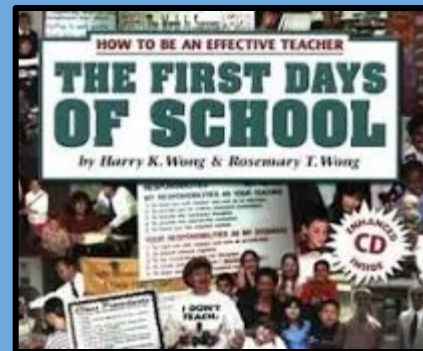




Harry Wong

The Four Stages

- **Fantasy:** New teachers hold naive ideas, thinking teaching is just being a friendly pal to happy students.
- **Survival:** Teachers feel overwhelmed, just trying to make it through each day without a real plan.
- **Mastery:** Teachers use clear routines, good classroom management, and strong goals to help students succeed.
- **Impact:** Teachers change lives and influence others far beyond their own classroom walls.



[Harry Wong](#)
[Overview](#)

The famous principle that **the students should be tired at the end of the day, not the teacher** is found on **pages 204-205** of the first edition of ***The First Days of School: How to Be an Effective Teacher*** by Harry K. Wong and Rosemary T. Wong (published in 1991).



Student Ambassador* Program aka Teacher Aide



*it refers to any authorized representative, messenger, or trusted advocate for a cause, company, or field of endeavor

An aside....

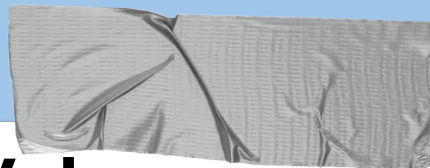
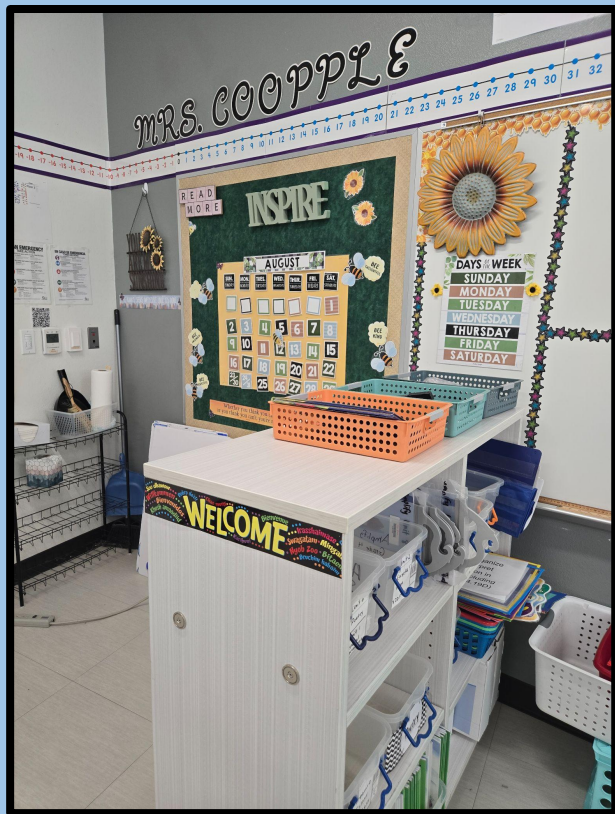
Have been
tweaking this
for the past
four years or
so....

Ambassador Duties

Put it on a lanyard, in a clear pocket.



- Helps greet the students
- Squirt hand sanitizer before lunch
- Assists the teacher with any job
- Pass out papers
- Update the WOW board
- Help students in/outside of the classroom
- Delivers messages to other classrooms
- When the office calls, help out
- Leads the line or asks someone to help
- Choose a door holder, or you can do this
- Takes a student to the nurse and returns
- Assign a helper to straighten our library
- Collect the lunch badges
- Organize earbuds or headphones
- Care for technology
- Assign helpers to help clean tabletops
- Assign helpers to help sweep the floor
- Other tasks not listed



Velcro

- Calendar
- Cubbies/Trays
- Easy to put on for the newly arrived student





Cleaning

- Paper towels-my opinion
- Handi Wipes
- Hand Sanitizer
- Vacuum
- Dust buster
- Broom and dust pan

*Train an expert



Library books

- By Genre
- In bins
- Chapter books in a basket flipped on its side.
- Scan books and create a list

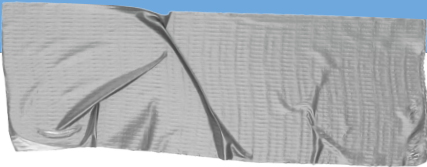
teachingbooks.net



Supplies

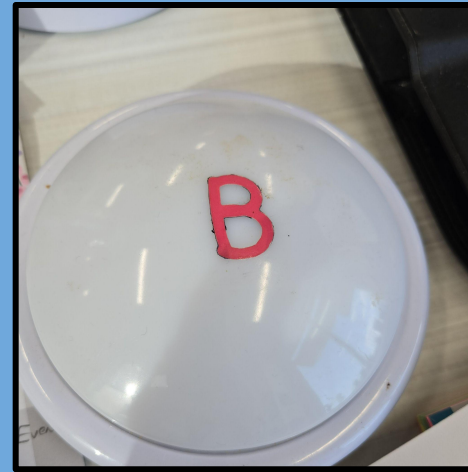
- Clear containers from Dollar Stores or Walmart
- Pencil boxes stay in backpacks
- Markers in cups
- Colored pencils in flat holders
- Glue sticks, scissors in clear containers





Restroom logs

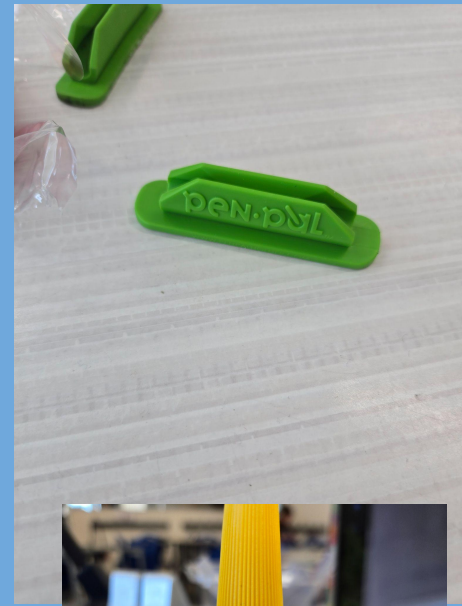
- Content classrooms
 - By table
 - A type of signal
 - By class
- Or another model

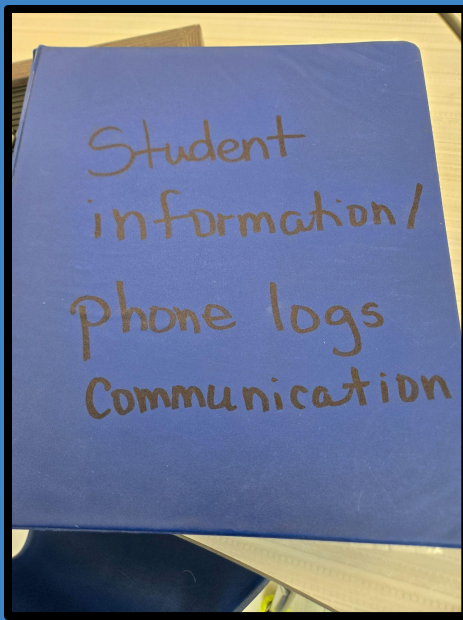




Pencil holders

I didn't include how to distribute pencils, how to sharpen and care for them because I need more tools in this area.





Communication

- Date and time
- Keep it simple
- It can become an
*invaluable tool

***extremely useful, priceless, or having a value that is too great to measure.**

Parent Communication Log

Date	Method of Contact	Reason for Contact	Notes
	☐ Phone ☐ Email ☐ Note ☐ In Person		
	☐ Phone ☐ Email ☐ Note ☐ In Person		
	☐ Phone ☐ Email ☐ Note ☐ In Person		
	☐ Phone ☐ Email ☐ Note ☐ In Person		

extremely useful:

- Episode #09 -
**The Best
Classroom Management
Technique
EVER**

**How to Get Your Entire Class's
Attention Instantly.**



WITH DR. LORI FRIESEN



Classroom
Management



Create special routines
for your class such as
Fridays, birthdays, new
students, special book or
???

