

K. Guinotte
First Two Weeks

- **HOUSEKEEPING**

Having the daily schedule written on the board will keep students informed of what is happening during their day so that they are aware of their school day. Explain how bathroom breaks will function. One boy and one girl may go at a time. There will be a basket of pre-sharpened pencils, and a basket for used pencils. No pencils will be sharpened during the school day. Every Friday student desks will be tidied and organized.

 1. Assign daily roles
 2. Beginning sponge activity
 3. Attendance and lunch count
 4. Daily schedule printed on board
 5. Establish safety routines and rules
 6. Clothespins for bathroom checkout
 7. Homework folders
 8. Communication with the home
 9. Clean out desks regularly
 10. Pencil sharpener

- **CLASS/TEAM BUILDING**

For the first week use these activities as “sponge activities” at the end of the day between 3:15 and 3:30 so that students can get to know each other.

 1. Class name/class identity
 2. Group names and identities
 3. Who am I?
 4. Find someone who
 5. Inside/outside
 6. Draw family pictures
 7. Take off/Touch down
 8. Alphabet Creations
 9. Culture wall
 10. Show and Tell

- **ASSESSMENTS**

Do assessments as frequently as possible, especially during the first two weeks to try to understand where students are starting.

 1. Walk around and listen
 2. Conference with student
 3. Class discussion and check in
 4. Book bag with reading levels
 5. Journaling
 6. Assess the work right away
 7. Read aloud

8. "Ready, Set, Goal" conferences
9. Letter recognition
10. Self motivated goals/behavior

- ROLES

Use the first day to explain the roles and how they will switch throughout the school year. Explain their importance and how each one works. For the first week, remind students of their roles and jobs. After that, each time the roles switch, explain their jobs again.

1. Electrician
2. Lunch counter
3. Musician
4. Administrative Assistant
5. Fire Marshall
6. Engine and Caboose (lines)
7. Gardener
8. Veterinarian
9. Code talker
10. Materials manager

- SIGNALS

Remind students what the signals mean frequently and remind them of their purpose throughout the first two weeks. Continue to remind them throughout the year. Keep using all of the signals to keep the students from becoming complacent.

1. Lights
2. Chimes
3. Signal student
4. Drum roll
5. "If you can hear me touch your (nose, mouth/shoulder)"
6. Rhythmic clapping
7. Simon says...
8. "1, 2, 3, eyes on me" "1, 2, eyes on you"
9. Finger snapping
10. Silent signals

- CLASSROOM MANAGEMENT

Use the first two weeks to make classroom management clear to the students

1. Greet students at the door
2. Tokens/tickets/points
3. Have students help set the rules and guidelines
4. A step system with a full spectrum (positive and negative)
5. How to turn in homework
6. Class constitution
7. Established quiet signals
8. Hand signals/sign language

9. Classroom meeting
10. Loudness meter (levels one through five)

- **ACADEMIC ROUTINES**
 1. Journaling every day
 2. Daily silent reading
 3. Daily read aloud
 4. Daily poetry, stories etc.
 5. Newsletter with the homework assignments

It is important to remind students of procedures at every change during the day. Every morning remind them about the check in procedure, morning journal and read to self. The first two weeks should be spent gently reminding students of the things listed above.

On the next page is an example of a two-week schedule with suggestions of when to implement the above lists. This is open to interpretation and changes.

WEEK ONE

Day 1

8:50-9:30-Morning Work
Explain morning procedures to the students. When they come in they are supposed to put away their coats and backpacks. Then check in (hot lunch/cold lunch) and start their morning writing journals by looking at the prompt on the board. After their journals they can use their book bags for "Read To Self" time. They can sit anywhere in the classroom as long as they are reading quietly.
9:30-11:00-Reading
For reading group explain that everyone comes to the center rug of the classroom and sits "crisscross applesauce" for reading lesson. If there is enough time afterwards, I will do a read aloud. For the first reading group of the year, use the time to design rules with the students' input.
11:00-11:25- Recess
Explain how to line up for recess properly and proper recess etiquette.
11:25-11:50-Lunch
11:50-12:30-Science/Social Studies
12:30-1:40-Math
1:40-2:10-Gym
Explain how to line up for gym and the polite way to walk through the hallway, quietly and in a line the whole time.
2:10-2:30-Storytime
Read aloud time. This time is purely for fun and amusement. No assessment should be happening during this time.
2:30-3:15-Computer Lab

Day 2

8:50-9:30-Morning Work
Remind students to check in like they did the first day and to start their morning journal work. Reiterate what "Read To Self" is and means.
9:30-11:00-Reading
Start discussing reading groups with students. Eventually they will switch teachers for reading groups every Tuesday and Thursday mornings.
11:00-11:25-Recess
Remind students of the process for going out to recess. Their reading work must be completed and they must line up properly.
11:25-11:50-Lunch

11:50-12:30-Story Time/ Calendar
Show the students how the Smartboard works and how the class will use it for Calendar time.
12:30-1:30-Math
Work on assigning math journals to each student and show them the procedure for math time and how math work will be completed throughout the school year.
1:30-2:00-School Counselor presents
2:00-2:15-Handwriting
2:15-2:45-Music
2:55-3:20-Gym

Day 3

8:50-9:30-Morning Work
9:30-11:00-Reading
Have students work on designing a student made alphabet to decorate the classroom with.
11:00-11:25-Recess
11:25-11:50-Lunch
11:50-12:30-Social Studies/Science
Talk about culture and heritage and have students draw/write/color family stories to decorate the classroom with.
12:30-1:40-Math
1:40-2:10- Music
2:10-2:30-Storytime/Calendar
2:30-3:15-Handwriting

Day 4

8:50-9:30-Morning Work
9:30-11:00-Reading
11:00-11:25-Recess
11:25-11:50-Lunch
11:50-12:30-Story Time/ Calendar
Reiterate how the Smartboard and Calendar time works.
12:30-1:10-Math
1:10-2:10- Art/Health
2:20-3:15-Science/Social Studies
Use this time to finish talking about the culture wall from the day before and

give kids time to finish their projects. Follow this immediately with a class-building activity from the list provided.

Day 5

8:50-9:30-Morning Work

9:30-10:00-Library

10:00-11:00-Reading

11:00-11:25-Recess

11:25-11:50-Lunch

11:50-12:30-Story Time/ Calendar

12:30-1:30-Math

1:30-2:20-Big Buddies

2:20-2:50-Gym

2:50-3:15-Class Meeting

Discuss the week and the procedures that they have learned. Go over the rules and ask students to clarify their importance. Ask kids if they have any further input for the procedures or rules.

WEEK TWO

Day 6

8:50-9:30-Morning Work
9:30-11:00-Reading
11:00-11:25- Recess
11:25-11:50-Lunch
11:50-12:30-Science/Social
Studies
12:30-1:40-Math
1:40-2:10-Gym
2:10-2:30-Storytime
2:30-3:15-Computer Lab

First homework folder goes home. The folders go home every Monday and come back every Friday. Each Monday the folders go home with homework and family newsletters in them. When they are returned on Friday all of the work should be completed.

Day 7

8:50-9:30-Morning Work
9:30-11:00-Reading
11:00-11:25-Recess
11:25-11:50-Lunch
11:50-12:30-Story Time/
Calendar
12:30-1:30-Math
1:30-2:00-School Counselor
presents
2:00-2:15-Handwriting
2:15-2:45-Music
2:55-3:20-Gym

Day 8

8:50-9:30-Morning Work
9:30-11:00-Reading
11:00-11:25-Recess
11:25-11:50-Lunch
11:50-12:30-Social
Studies/Science
12:30-1:40-Math
1:40-2:10- Music
2:10-2:30-Storytime/Calendar
2:30-3:15-Handwriting

Day 9

8:50-9:30-Morning Work
9:30-11:00-Reading
11:00-11:25-Recess
11:25-11:50-Lunch
11:50-12:30-Story Time/
Calendar
12:30-1:10-Math
1:10-2:10- Art/Health
2:20-3:15-Science/Social Studies

Day 10

8:50-9:30-Morning Work
9:30-10:00-Library
10:00-11:00-Reading
11:00-11:25-Recess
11:25-11:50-Lunch
11:50-12:30-Story Time/
Calendar
12:30-1:30-Math
1:30-2:20-Big Buddies
2:20-2:50-Gym
2:50-3:15-Class Meeting