

Language Arts Routines - Student/Parent Copy

5 Minute Student Prep-Time Routine

(time granted to students to take care of business before learning time)

Conversation:

- ✓at/below a level 1

Help:

- ✓ask 1-2 other people
- ✓check teacher planner board

Activity:

- ✓sharpen 2 pencils
- ✓turn in homework
- ✓get missing/absent work
- ✓materials stacked neatly under seat
- ✓begin journal writing

Movement:

- ✓Yes - take care of academic business

Participation:

- ✓productive movement
- ✓level 1 discussion
- ✓begin journal writing

Arrival Routine

(Routine for entering the classroom from the POD/hallway)

Conversation:

- ✓enter threshold at or below level 2

Help:

- ✓check teacher planner board

Activity:

- ✓enter class on time
- ✓arrive prepared with all materials
- ✓convert from free-zone to learning zone
- ✓begin student prep time

Movement:

- ✓Yes - purposeful movement

Participation:

- ✓immediately begin 5 minute student prep time once bell rings

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Late Work Routine

(routine for students who have a late assignment to turn in for grade)

Conversation:

- ✓No - level 0

Help:

- ✓check teacher planner board
- ✓ask teacher for clarification

Activity:

- ✓Name, date and hour on work
- ✓Write 'LATE' at the top of the paper
- ✓Turn directly into the teacher

Movement:

- ✓Yes - to teacher and back to seat

Participation:

- ✓appropriate label on work
- ✓work directly turned into teacher during 5 minute student prep time
- ✓return to seat

Absent Routine

(routine for students who have missed days and need to catch up)

Conversation:

- ✓level 1
- ✓during 5 minute prep time

Help:

- ✓ask 1-2 other people for clarification
- ✓check with the class planner board

Activity:

- ✓fill out planner for the missing days

Movement:

- ✓Yes - To absent folders and back

Participation:

- ✓Planner filled out
- ✓Missing work collected from folders during 5 minute student prep time

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Homework Routine

(routine for on time homework turn-in)

Conversation:

- ✓level 0
- ✓during 5 minute prep time

Help:

- ✓check teacher planner board
- ✓check another student's planner

Activity:

- ✓Name, date and hour on homework
- ✓turn homework into appropriate bin

Movement:

- ✓Yes - to homework bins and back

Participation:

- ✓productive movement
- ✓homework turned in during 5 minute student prep time
- ✓return to seat

Journal Work Routine

(routine for daily warm-up in students' journals on a given genre)

Conversation:

- ✓level 0

Help:

- ✓Raise your hand - 15 second rule
- ✓continue working patiently

Activity:

- ✓label journal by topic and date
- ✓journal entry on topic provided

Movement:

- ✓No movement

Participation:

- ✓writing quietly at your seat
- ✓must be started when student prep time is over

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Test/Quiz Routine

(routine for taking a test or a quiz)

Conversation:

✓level 0

Help:

✓Raise your hand for question, raise your pencil if in need of new one

✓continue working patiently

Activity:

✓complete quiz or test

Movement:

✓No movement

Participation:

✓work quietly at your seat

✓turn test over when finished

✓read your novel

Sharpening Pencils Routine

(routine for when and how to obtain a sharpened pencil)

Conversation:

✓level 0

Help:

✓**during teacher time** - get pre-sharpened pencil

✓**during student time** - sharpen your own pencil

Activity:

✓to have a sharpened pencil quickly

Movement:

✓Yes - to closest pencil bin or sharpener and back to your seat

Participation:

✓sharpen pencil quickly

✓get a sharpened pencil quickly

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Student Time Routine

(time when students are working and no one is in the front of the class)

Conversation:

✓level 0

Help:

✓Raise your hand - 15 second rule

✓continue to work

Activity:

✓completing assignment at hand

✓sharpening pencil

✓bathroom breaks (in accordance to hallway pass amount)

Movement:

✓Yes - direct and purposeful

Participation:

✓focused and working on assignment

Teacher Time Routine

(when the teacher or another adult/peer is in front of the class)

Conversation:

✓level 0

Help:

✓mini-raise of your hand and wait until asked for questions

Activity:

✓lecture

✓lesson

✓presentation

Movement:

✓No movement

Participation:

✓listening to presenter