



STUDENT DOES TEACHER DOES

What should you be doing?

What will I be doing?

ESTABLISHING EXPECTATIONS



EDITABLE CLASSROOM MANAGEMENT TOOL

STUDENT DOES TEACHER DOES

What should you be doing?

What will I be doing?

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EDITABLE POWERPOINT VERSION

Small Groups & Rotations

You will...

- ✓ go to each station in which you have work to complete or to which you have been assigned
- ✓ complete all work at your station quietly and carefully
- ✓ ask three (3) peers for help before asking <insert teacher's name> (YES! It is OK to ask questions!)
- ✓ use <insert teacher's name>'s system for asking questions if <she/he> is with a small group
- ✓ <insert what students should do if they are stuck on something but can not speak to you>

I will...

- be working with a small group of students
- work with individual students on specific skills
- answer your questions after you have asked three (3) peers and <insert your system for asking you a question>
- be tracking respectful and responsible student behavior as I work with my small groups with <insert behavior system>



End of the day

You will...

- ✓ make sure your space is clean and organized
- ✓ complete your class job if you have one
- ✓ make sure you have your homework or the directions for homework
- ✓ have <insert teacher's name> sign off on your behavior <folder/sheet> and place it in your backpack
- ✓ sit quietly until you are dismissed (Is it OK to talk? Absolutely! Just make sure you are using a whisper voice so we can hear all announcements!)
- ✓ say goodbye to <insert teacher's name> and your friends as you leave

I will...

- look to make sure all student spaces are clean and organized
- make sure you are completing your class job, if you have one
- sign off on your behavior <folder/sheet>
- <insert what you will do during dismissal... will you be reading to them, talking to them about their day, doing work, etc.??>



ESTABLISH ROUTINES DAILY

IDEAL FOR SUB TEACHERS

Beginning of the Day

I will...	I will...
✓ enter the room quietly ✓ greet your teacher and your friends with a smile and "Good morning!" ✓ put away your backpack and outside clothing ✓ place your homework where it belongs ✓ find your space and begin the day's work	➤ greet you as you enter the room ➤ collect notes from parents ➤ give you directions to start the day





Whole Group Lesson

You will...	I will...
✓ sit in your own space ✓ be respectful and responsible by... ☐ maintaining good eye contact ☐ being a good listener and not interrupting ☐ asking questions if you do not understand (yes, that is OK!) ✓ help a friend if she/he does not understand ✓ listen carefully to instructions for what comes next	➤ be at the front of the whole class ➤ present a quick mini lesson on something that is important to <u>ALL</u> students ➤ answer any questions you may have ➤ allow you to have discussions with your classmates about what we are learning (just wait for my signal!) ➤ give directions for what comes next ➤ be tracking respectful and responsible student behavior as I work with my small groups with <insert behavior system>

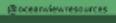




Morning Work

You will...	I will...
✓ prepare your materials ☐ <material 1> ☐ <material 2> ✓ get focused and be ready to begin ✓ listen to or read <insert teacher's name> directions ✓ complete what you have been assigned quietly and carefully ✓ Did you finish early? ☐ <list what students can do if they finish early>	➤ give you directions for morning work ➤ assist you with questions about morning work and check it over/discuss it with you ➤ be tracking respectful and responsible student behavior with <insert behavior system>

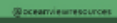




Hallways & Toilet Breaks

You will...	I will...
Hallways: ✓ walk quietly in <insert order in which students will be lined up> ✓ stay on the right side of the hallway ✓ keep your hands to yourself <be specific as to where students should have their hands if you have a policy for that> ✓ remain quiet to respect other classes <add things such as "by keeping a bubble," if necessary> Restrooms: ✓ wait until you are allowed to go into the restroom ✓ go to the restroom quickly and quietly ✓ pick up after yourself and let <insert teacher's name> know if there is a problem in the restroom ✓ wash and dry your hands ✓ get back in line quickly	Hallways: ➤ make sure all students are walking in <insert order in which students will be lined up> on the right side of the hallway ➤ address any issues of <list behaviors not expected in the hallway> ➤ be tracking respectful and responsible student behavior with <insert behavior system> Bathrooms: ➤ allow each student to use the restroom ➤ address any issues that occur in the restroom





AND SUB PACKS

Morning Work

You will...

- ✓ prepare your materials
 - ☐ <material 1>
 - ☐ <material 2>
- ✓ get focused and be ready to begin
- ✓ listen to or read <insert teacher's name> directions
- ✓ complete what you have been assigned quietly and carefully
- ✓ Did you finish early?
 - ☐ <list what students can do if they finish early>

I will...

- give you directions for morning work
- assist you with questions about morning work and check it over/discuss it with you
- be tracking respectful and responsible student behavior with <insert behavior system>



SAMPLE PAGES

PROMPTS TO KEEP YOUR STUDENTS ON TRACK

Whole Group Lesson

You will...

- ✓ sit in your own space
- ✓ be respectful and responsible by...
 - ☐ maintaining good eye contact
 - ☐ being a good listener and not interrupting
 - ☐ asking questions if you do not understand (yes, that is OK!)
- ✓ help a friend if she/he does not understand
- ✓ listen carefully to instructions for what comes next

I will...

- be at the front of the whole class
- present a quick mini lesson on something that is important to ALL students
- answer any questions you may have
- allow you to have discussions with your classmates about what we are learning (just wait for my signal!)
- give directions for what comes next
- be tracking respectful and responsible student behavior as I work with my small groups with <insert behavior system>



SAMPLE PAGES

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DIVIDED INTO DAILY SESSIONS

Hallways & Toilet Breaks



You will...

Hallways:

- ✓ walk quietly in <insert order in which students will be lined up>
- ✓ stay on the right side of the hallway
- ✓ keep your hands to yourself <be specific as to where students should have their hands if you have a policy for that>
- ✓ remain quiet to respect other classes <add things such as "by keeping a bubble," if necessary>

Restrooms:

- ✓ wait until you are allowed to go into the restroom
- ✓ go to the restroom quickly and quietly
- ✓ pick up after yourself and let <insert teacher's name> know if there is a problem in the restroom
- ✓ wash and dry your hands
- ✓ get back in line quickly

I will...

Hallways:

- make sure all students are walking in <insert order in which students will be lined up> on the right side of the hallway
- address any issues of <list behaviors not expected in the hallway>
- be tracking respectful and responsible student behavior with <insert behavior system>

Bathrooms:

- allow each student to use the restroom
- address any issues that occur in the restroom

SAMPLE PAGES



EDITABLE SO THAT ROUTINES ARE CONSISTENT

Recess



You will...

✓ HAVE FUN by...

- ☐ playing on the playground equipment
- ☐ inventing a game
- ☐ exploring nature
- ☐ reading your favorite book
- ☐ chatting with a buddy
- ☐ drawing/writing
- ☐ resting in the shade
- ☐ doing anything else that is safe and allows you to enjoy your break!

- ✓ *if necessary* follow through with <insert teacher's name> consequence for your misbehavior

I will...

- be monitoring the class to make sure you all are safe
- give you logical consequences for misbehavior during recess
 - ☐ <list consequences for misbehavior>
- make sure all students are lined up quickly and safely when it is time to go inside



SAMPLE PAGES

VISUAL ICONS FOR ADDITIONAL PROMPTS

End of the day

You will...

- ✓ make sure your space is clean and organized
- ✓ complete your class job if you have one
- ✓ make sure you have your homework or the directions for homework
- ✓ have <insert teacher's name> sign off on your behavior <folder/sheet> and place it in your backpack
- ✓ sit quietly until you are dismissed (Is it OK to talk? Absolutely! Just make sure you are using a whisper voice so we can hear all announcements!)
- ✓ say goodbye to <insert teacher's name> and your friends as you leave

I will...

- look to make sure all student spaces are clean and organized
- make sure you are completing your class job, if you have one
- sign off on your behavior <folder/sheet>
- <insert what you will do during dismissal... will you be reading to them, talking to them about their day, doing work, etc.??>

SAMPLE PAGES

VISUAL ICONS FOR ADDITIONAL PROMPTS



