

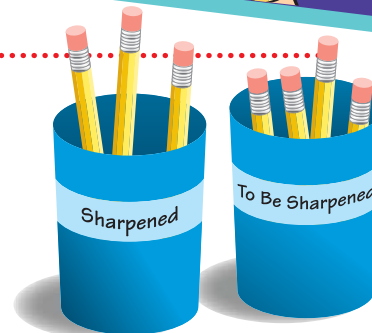
What Works For You?

Classroom Routines and Procedures



To eliminate **pencil sharpening** in the middle of class, I place two cups, labeled as shown, near the pencil sharpener. When a student's pencil becomes dull, he puts it in the "To Be Sharpened" cup and takes a fresh pencil from the "Sharpened" cup. At the end of the day, I have a student Pencil Monitor sharpen the dull pencils and place them in the "Sharpened" cup. Our pencils are ready for the next day, and there are fewer classroom interruptions.

Vicky Fioravante, PS 16, Staten Island, NY

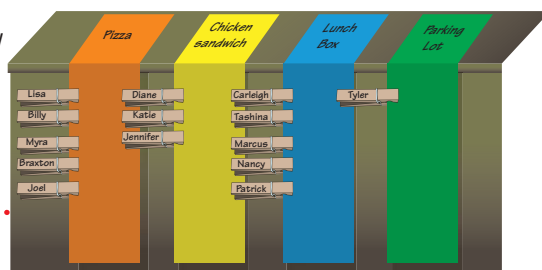


To get our day started, I use a **morning routine** called Shake, Rattle, and Roll. First, students "shake" out their bookbags and turn in any notes, library books, and homework assignments. For the "rattle" part, they sharpen their pencils for the day, use the bathroom, and get water. Finally, my students "roll" by starting on their morning work. I hang a poster in my classroom to remind students of this morning routine!

Robyn Gallagher, Richneck Elementary, Newport News, VA

All I do is count clothespins to take **lunch and attendance** counts! I write each student's name on a wooden clothespin. Then I write "Parking Lot" on one sentence strip, as shown, and laminate it along with three other strips. I tape the strips over the edge of an unused desk and use a wipe-off marker to label the blank strips with the day's lunch options. When a student arrives in the morning, she takes her clip out of the "Parking Lot" and places it on the correct lunch strip. After all students have arrived, I tally my lunch count and look at the "Parking Lot" to see who is absent.

Carrie L. Greene
Oakfield-Alabama Elementary
Oakfield, NY



To keep my **hall passes** from being lost or germ infested, I use badges (patterns on page 5) that hang from my students' necks. I write my name and room number on the back of each badge, laminate it, and punch a hole in the top corners. Then I thread each hole with yarn and tie a knot at the end to create a necklace. These handy badges are sturdier and easier to see than handheld ones. 📌

Anna Windsor, Arcola Elementary, Arcola, IN



For a list of fun classroom jobs, see page 6.



Send me your best tips for maintaining your classroom Web site. Visit themailbox.com and submit your ideas online, or complete a copy of the form on page 60 and mail it in.

