

Class, lesson, and interaction routines are necessary to keep a class running smoothly, and would have to be taught and practiced at the beginning of the year. I would want to make sure that I introduce one or two rules at a time, so that I do not overwhelm the students. It would be important to explain, demonstrate and practice the routines with the class. After this, I would give the class feedback on how well they executed the routine, and then review the routine.

One important routine would be handing in homework. To hand in homework, I would give each student a homework folder. At the beginning of the day, each student would put his/her homework folder in his/her homework mailbox. Their mailboxes would be in alphabetical order to make it easier for me to organize papers and record grades. At the end of the day, homework folders would be passed out, and students would be given the assignments that need to be placed in their folders.

It will also be very important to give students ample time to prepare for transitions. Five minutes before it is time to transition, I would want to let students know that they have 2 minutes left to finish what they are doing. After 2 minutes, I would have them pack up what they were doing, pull out materials for our next subject, and/or prepare to leave the room. It may also be important to explicitly teach these routines at the beginning of the year, and stick to them, even if it requires the use of a timer.

Downtime is certainly not an efficient use of instructional time. To prevent downtime, I would make sure to have extra work on hand. If someone outside of the classroom needs my attention, students should always have something productive to do during that time. As students are working on activities, I need to make sure that students stay on task, and always have something constructive and challenging to do. In each student's mailbox, I would have a folder filled with activities. These activities would either relate to the content being taught, review old material, or provide practice in areas where students may have had difficulties in the past. Each student's folder will likely be different, but all activities in the folder must be meaningful and challenging for the student. Students would be able to access these folders when they are finished with their assigned work for a specific class period. The folder would be organized based on the subject – there would be at least one activity for each subject. One of the routines in my

class would be that after I check a student's independent work, he/she will go to his/her mailbox, get the folder, and begin working on one of the activities.

Students are constantly leaving and entering the classroom. They may have to leave for special education services, gifted programs, reading help, and arts classes. For both the students and myself, there should be a set routine for what students need to do when they come back into the classroom. Also, I should have a schedule of when students will be out of the classroom, so that I can plan instruction. If possible, I should try to plan with resource teachers to figure out the best time to pull students out of the class.