**Morning routine**

1. Enter room with a positive good morning greeting
2. Unload backpacks at cubby
3. Have materials ready for day, sharpen pencil, fill water bottle etc.
4. While finding your seat, read message on board or screen
5. Place practice work in top right corner of desk
6. Hand in any notes/forms etc. to HARDER PO BOX
7. Meaningful seat work
8. Bell rings, Zero Voice and find seat immediately
9. Pledge allegiance
10. Listen to announcements
11. Take attendance and lunch count
12. Begin lesson...

**End of Day routine**

1. Return materials from lesson
2. Write down homework in assignment journal
3. Work on practice work, silent read, complete tasks and challenges
4. Get materials needed for practice work and home and place in appropriate folders
5. Empty mailbox place in appropriate folder
6. Place ALL materials into backpack and have everything on floor next to desk
7. Come check in with Mr. Harder for exit ticket
8. If time, first clean and organize desk, cubby, and classroom for next day
9. At bell, stack chair, say good bye to Mr. Harder at door and leave walking, not running

**Transition to next subject**

1. Return materials
2. Place any work in appropriate folder
3. Get a drink, use bathroom, fill water bottle
4. Check board for instructions, materials list etc.
5. Upload materials for next class open appropriate folder and notebook
6. Find seat, zero voice

**Transition to next class and Lining Up**
1. Return materials
2. Place any work in appropriate folder
3. Clear desk
4. Get a drink, use bathroom, fill water bottle
5. Line up with zero voice, hands to self ready to roll

Whiteboard

1. Place cap on marker
2. Erase board completely
3. Return marker and eraser to cubby
4. Return board to counter