

END OF THE DAY ROUTINE

PLANNING WORKSHEET 2

DIVIDE THE PROCEDURES INTO THREE CHUNKS

There are three logical, overall tasks you will want all students to complete at the end of each day or period:

1. Gather belongings.
2. Get ready to leave.
3. Leave.

To teach your students how to complete these three tasks according to your expectations, take the procedures you selected on Planning Worksheet 1 and divide them among the three goals. For example:

Goal 1: Gather Belongings

This may mean students will:

- Collect outdoor clothing.
- Pack up book bags or backpacks.
- Pick up empty lunch boxes.

Goal 2: Get Ready to Leave

This may mean students will:

- Review homework assignments.
- Put away personal materials.
- Put away classroom materials.
- Do their assigned jobs (if student helpers).
- Put up chairs.

Goal 3: Leave

This may mean students will:

- Leave quickly and quietly.
- Exit the campus according to school policies.



Use the spaces that follow to organize the procedures you chose into the three categories.

1. Gather Belongings

This means students will:

2. Get Ready to Leave

This means students will:

3. Leave

This means students will:

