



The First Days of School

“The Effective Classroom has STRUCTURE. Procedures and routines create STRUCTURE. Effective teachers manage and instruct with PROCEDURES and ROUTINES....Having special procedures is reassuring to a student - it gives the student something to fall back on. Procedures don’t have to be elaborate, but they need to have certain regularity...The only way to have responsible students and to help students who may be at-risk is to have procedures and routines for which the students can feel responsible.”

- *The First Days of School*, by Harry K. and Rosemary T. Wong

Our physical classrooms might have procedures for....

- Entering the classroom
- Listening to and responding to questions
- Participating in class discussions
- Indicating whether or not you understand
- Coming to attention
- Knowing the schedule for the day or class
- When you are tardy
- When you are absent
- When you need help or conferencing
- When you finish early
- Celebrating an individual student or group regularly

Our digital classrooms should have all these procedures plus new ones for....

- Taking attendance
- Start and end times of the day
- Email etiquette
- Communicating with parents
- Sending and receiving mass communication
- Submitting work

Effective School Communities function best when....

- Teachers and students feel connected to their schools and colleagues
- Teachers and students belong in a positive way
- Teachers and students build a sense of community, continuity, and coherence
- Teachers and students share a high-performance culture

Collaborate with colleagues and leadership to ask....

- What do I need to know in order to do what I need to do?

Adapted from:

Harry K. Wong and Rosemary T. Wong. *The First Days of School*. Harry K. Wong Publications, 1991.