

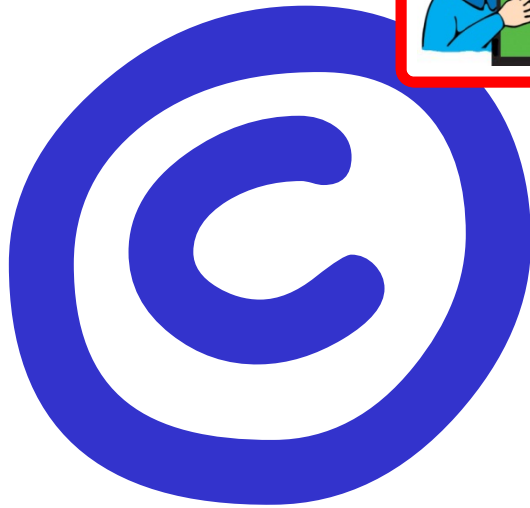


**Learning Headquarters'
Instructional Leadership Downloadable PDFs**

Instructional Leadership Classroom Systems and Tools



www.learningheadquarters.com



Learning Headquarters' Copyright Notice

©2002, 2015 Learning Headquarters

All rights reserved. All content (texts, trademarks, illustrations, photos, graphics, files, designs, arrangements, etc.) are copyrighted to Learning Headquarters.

Learning Headquarters grants you permission to use these materials for your personal classroom use, without altering or removing any trademark, copyright, or other notice from such material.

It is strictly forbidden, and in violation of copyright law, to reproduce, republish, redistribute, or resell these materials in any format (including original or revised formats) to any other individual or institution or to transmit or post these materials by any means, electronic or mechanical (including photocopy and on-line), without express written permission from Learning Headquarters.

Learning Headquarters

7290 Navajo Road, Suite 207

San Diego, California 92119

Phone (619) 229-0010 Fax (619) 229-6672

E-mail: lhq@sbcglobal.net

www.learningheadquarters.com

Learning Headquarters' Instructional Leadership Downloadable PDFs

This file of PDFs is a portion of a comprehensive system for *Learning and Thinking through Reading and Writing.*

1 Standards

- A Standards-Based System
- B Standards Shifts
- C Standards Across GLs
- D Standards-at-a-Glance

2 Classroom Systems & Tools

- A Classroom Procedures
- B Learning Positions
- C Learning Chants & Signals

3 Reading Systems

- A Reading Framework
- B Daily Reading Routines
- C Reading Instructional Sequence

4 Reading Tools

- A Reading Foundational Skills
- B Reading Text Type Tools
- C Reading Text Type Organizers

5 Read-Write Systems & Tools

- A Read-Write Design Process
- B Authors' Tools
- C Note-Taking Tools

6 Writing Systems

- A Writing Framework
- B Daily Writing Routines
- C Writing Task Design
- D Writing Teaching Guides
- E Writing Instructional Sequence
- F Writing Assessment

7 Writing Tools

- A Writing Foundational Skills
- B Writing Text Type Tools
- C Writing Text Type Organizers

8 Language Systems & Tools

- A Conventions of Standard English
- B Knowledge of Language
- C Vocabulary Acquisition & Use

9 Speaking and Listening Systems & Tools

Learning Headquarters' Instructional Leadership Downloadable PDFs

• IL Classroom Systems & Tools •

The materials and tools in this file are designed to help all students have a clear understanding of classroom and school-wide behavior expectations.

With these schema-building teacher demonstration charts and organizers, students will take responsibility and independently manage their learning based on a set of effective teacher- and student-generated criteria.



In this file, you will also find 'Adaptable Action Pieces,' which are individual PDF pieces for use on interactive whiteboards and projection systems.



Classroom Procedures



Independent Worker Guide

Independent Worker Guide	
On Task	4 
	3 
Off Task	2 
	1 



This eye-catching scoring guide is used as a tool to target student behavior, emphasizing on-task decisions to create an atmosphere of all students 'in the zone'. Using this tool promotes student buy-in by including the students in generating the criteria to define the four levels of responsible, independent workers in the classroom and across campus.

Classroom Procedures PDFs
Independent Worker Guide

Classroom Procedures Adaptable Action Pieces
In the Zone Mini

A

Classroom Procedures

Name: _____
Date: _____

PROCEDURES

This is what I do when...

The fire bell rings: _____
I enter the classroom in the morning: _____
I enter the classroom after recess: _____
I enter the classroom after lunch: _____
I sit on the carpet: _____
I need to go to the restroom: _____
I don't have a pencil: _____
I need to sharpen my pencil: _____
I have a question: _____
I need to get the teacher's attention: _____
I hand in my work: _____
I finish my work early: _____
I change groups: _____
A student is disturbing me: _____
The day ends: _____

www.learningheadquarters.com Procedures Sheet ©2002, 2015 Learning Headquarters

This practical tool assists the instructor in identifying, modeling, and practicing a safe and structured classroom environment. The Procedures Sheet offers an opportunity for teachers and grade-level teams to set clear and standardized behavior expectations collaboratively. Using student-generated anecdotes, educators can build a positive and organized community of learners. This tool helps to model ways to proactively address off-task or disruptive behaviors and provides students with a set of steps, tools, and signals to maintain independently.

Classroom Procedures PDFs
Procedures Sheet

B

Learning Positions

Carpet Position

Legs crisscrossed,
sitting steady.
Hands to myself.
Yes, I'm ready!

www.learningheadquarters.com Carpet Position Chart © 2002, 2015 Learning Headquarters

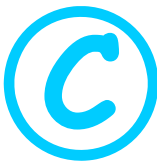
Writing Position

Sit up tall,
feet flat and out of sight.
Hand flat on paper
and pencil up,
ready to write!

www.learningheadquarters.com Writing Position Chart © 2002, 2015 Learning Headquarters

These user-friendly tools provide visual examples of behavioral expectations. The Learning Positions Charts set the tone, clarify the standard, and provide support for feedback and accountability with independent behaviors. Using these Learning Positions Charts in the classroom help to decrease off-task behaviors and increase instructional moments so all students are clear on what it should look, sound, and feel like in every classroom.

Learning Positions PDFs
Carpet Position Chart
Writing Position Chart
Primary Reading Position Chart
Reading Position Chart
Listening Position Chart



Learning Chants and Signals

Learning Chants and Signals

Problem-Solving Signals

1 "I'm still your friend, but please stop talking."

2 "I am trying very hard to ignore you."

"I've tried everything and now a teacher needs to help."

Adapted from Davis, Christine, 2002
Problem-Solving Signals Chart © 2002, 2016 Learning Headquarters

Water Signal

touch letter 'w' to mouth two times

"May I please be excused to get drink of water?"

www.learningheadquarters.com Water Signal Chart © 2002

Finished Signal

start palms facing in and then turn hands so palms facing out

"I'm all done."

Finished Signal Chart © 2002, 2016 Learning Headquarters

Response Signals

Yes

No

"I know my answer."

www.learningheadquarters.com Response Signals Chart © 2002, 2016 Learning Headquarters

Hold It In Signal

cover mouth to hold thought in

"Hold that thought in so it doesn't escape."

www.learningheadquarters.com Hold It In Signal Chart © 2002, 2016 Learning Headquarters

These independence-building chants and signals provide visual and verbal cues for students to learn to manage themselves in a positive learning environment.

The Learning Chants and Signals Charts provide clear expectations for many day-to-day classroom procedures. Before you know it, your community of learners will be running the show independently!

Learning Chants and Signals PDFs

- Problem-Solving Signals Chart
- Debugging Steps Chart
- Ask 3 Before Me Chart
- X Marks the Spot Chart
- Restroom Signal Chart
- Tissue Signal Chart
- Water Signal Chart
- Urgent Signal Chart
- Sit Down Signal Chart
- Stand Up Signal Chart
- Rotate Signal Chart
- Line Up Signal Chart
- Walking Signals Chart
- Volume Signal Chart
- Pencil-Sharpener Signal Chart
- Time Signals Chart
- More Signal Chart
- Finished Signal Chart
- Discussion Signals Chart
- Question Self-Check Signal
- Response Signals Chart
- Personal Space Signal Chart
- Me Too Signal Chart
- Quiet Signal Chart
- Pause Signal Chart
- Hold It In Signal Chart
- Choral Response Signal Chart
- Partner Signal Chart
- Think Time Signal Chart
- Zone Signal Chart
- Next Steps Signal Chart
- Personal Goal Signal Chart
- Let It Go Signal Chart
- Attention-Getting Signal Chart I
- Attention-Getting Signal Chart II
- Eyes on Me Chant Chart
- Ready Chant Chart
- Focus Chant Chart
- Stop Chant Chart
- Clap Chant Chart