

Systems Planning – Silent Solo

Directions: Using the template below, plan out a simple, multi-step routine for your classroom. (Note: You are planning what you envision the routine looking like *once students have mastered it*).

Multi-Step Routine (Examples: Passing in homework; correcting a peer’s mistake; cleaning off one’s desk; completing a header, etc.): **Silent Solo**

Vision of Success		
<p>Once students master this routine, they will be able to...</p> <p><i>Write from the in-cue to the out-cue without asking questions or daydreaming. Students will organize their desks to remove distractions. They will keep their heads off of their desks and hands and will keep their pencils moving. They will work to show their best work by writing in complete sentences with appropriate conventions and always include a complete heading.</i></p> <p>Goal Time (If applicable): Upon mastery, this should take....</p>		
Step-by-Step Expectations		
Step #	Teacher Will...	Students Will...
1	Say “Pause there. Tent your books. Question #__”	<ul style="list-style-type: none"> • Tent their books • Take out their written response packets • Turn to the appropriate question # • Clear their desks of their folders • Pick up their pencils
2	Cold call a student to read the question	<ul style="list-style-type: none"> • Be ready to read the question when called on • Follow along silently
3	Say “please get to work” Set the timer and display it in a place where students can see it	<ul style="list-style-type: none"> • Pick up their pencils, open their books, and begin working
4	Scan from the front of the room to make sure that: <ul style="list-style-type: none"> - All students have their pencils in hand and are looking at their packet - All students are on the correct question 	Work consistently, finding evidence in the book, and writing in complete sentences with neat handwriting

	<ul style="list-style-type: none"> - All students have necessary book and materials <p>Redirect any students not working</p> <p>Supply students missing materials with the materials they need and a consequence if appropriate</p>	
5	<p>Circulate to:</p> <ul style="list-style-type: none"> - Read student responses - Give feedback on responses - Determine who will be called on during discussion - Keep momentum of work going for all students by praising and redirecting 	Continue to work
6	Count down to warn students to finish their thoughts in writing	Finish up their thoughts
7	<p>Say:</p> <ul style="list-style-type: none"> - Pencils Down, Hands Up <p>Scan to see that all students have stopped writing and are raising their hands</p> <p>Redirect any students as necessary</p>	<p>Put their pencils down</p> <p>Raise their hands and wait to be called on</p>