

Checklist *to* Prevent Small Group Interruptions

Use this list as a reminder of some simple steps that will help ensure minimal interruptions during small group time. There's a space for you to jot notes and reflect for future reference.

PREVENTATIVE MEASURE	DATE(S) INTRODUCED	MY NOTES
Model how to manage personal needs without asking permission (e.g., bathroom procedures, Kleenex use, sharpening pencils).		
Introduce literacy stations, one at a time, with clear expectations and things students <i>can</i> do with partners.		
Have students work with <i>familiar</i> materials and tasks so they know what to do and don't need to ask for help.		
Use a physical object as a reminder to not interrupt small group (e.g., funny hat, tiara, stop sign).		
Set a large digital timer so students know how many minutes are left in the rotation.		

(Continued)

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<p>Explain “one strike and you’re out” if kids aren’t following expectations at literacy stations. Be consistent.</p>		
<p>Teach expectations for noise using a signal (e.g., bell or chime) to get students’ attention if it gets too loud.</p>		
<p>Play quiet classical music as background noise to set a calm tone during stations and small group.</p>		
<p>Show students how to write a quick note on a dry erase board by your table if they have questions while you’re working with a group.</p>		
<p>Include a brief Reflection Time after stations and small group to provide paperless accountability and help students remember expectations.</p>		