

Classroom Clock-Out Clipboard

Congratulations on your purchase of this Really Good Stuff® **Classroom Clock-Out Clipboard**—a convenient way to track your students’ movement in and out of your room, whether to go to the library, restroom, nurse, office or to run an errand.

This Really Good Stuff® product includes:

- Classroom Clock-Out Clipboard
- This Really Good Stuff® Activity Guide

Setting Up the Classroom Clock-Out Clipboard

Set the time on the clipboard clock according to the included instructions. Make several copies of the *Sign-Out Sheet Reproducible*, and clip them onto your **Classroom Clock-Out Clipboard**. File this Really Good Stuff® Activity Guide for future use. Choose a place in your room that is part of students’ normal traffic pattern as they leave your classroom and set or hang the Clipboard. If you have the space, keep the Clipboard by the door to serve as a reminder for students to sign out. Explain to students when they need to use

the Clipboard, and discuss with them what is an appropriate amount of time to be out of the room for each type of activity. Tell them that logging in the time they return to the classroom is as important as signing out.

Consider creating a key for various destinations to save students time when signing out. Alter a blank *Sign-Out Sheet Reproducible*, by adding your designations in the Destination column. Make several copies of the altered Sign-out Sheet, and place them on the clipboard, keeping one filed for future copies. See below for an example.

A Record For Future Reference

Keep a file of your completed *Sign-Out Sheet Reproducibles* to refer to for a myriad of reasons. For instance:

- To cross-reference for incidents that occur in the hallway, restrooms, or other unmonitored areas.
- To confront a student who is taking liberties with his or her time out of the room
- To review at parent conferences

Sign-out Sheet

Name	Time Out	Time In	Destination
			A = restroom
			B = library
			C = nurse
			D = office/mail

Date: _____

Name	Time Out	Time In	Destination