

# Classroom Procedures

## Entering the Classroom

- NO Talking

## Unpacking Procedure

- Unpack all materials
- Backpacks in boxes
- Put snack in snack tub
- Put notes and money in basket

## Morning Work Procedure

- Put away reading materials in correct folder
- Copy Agenda
- Do morning work in notebook

## Bathroom Procedure

- Girls line up at girl's door and boys line up at boy's door
- Be one block away from wall
- Monitor will signal when a stall is open
- Student's will line up on their designated block when finished
- No playing and keep the bathroom clean

## Lining Up

- Line up in number order
- Start at door around to mailboxes
- Hands by sides, facing forward, no talking

## Hallway Procedures

- NO talking
- Always stand in your square
- Always walk at a decent pace
- Stop at designed areas in the hallway
- Face the front at all times

## Entering the Lunchroom

- WALK
- Stop before going in serving line
- NO talking in serving line

## Leaving the Lunchroom

- Collect forks in basket
- Clean your table area
- Line up at designated spot
- Two students may empty trays at a time
- Line up in square at the door

## Eating at the Lunch table

- Sit in assigned seat
- Use good manners
- Do not come to the teachers table
- If there is an emergency raise your hand for permission to get out of your seat.

- Keep voice levels low

## Library Procedures

- We will go as a class once a week to check out books from school library.
- You may check books out from the classroom library on designated day and time.

## Passing In Papers

- Each table will pass papers down the row to the designated person
- One person will collect all papers and put them in correct tray

## Packing Up Procedure

- Take out materials and books for homework
- Tub Helpers automatically get tubs out and begin to pass out backpacks
- Go to the Reading Carpet or begin your job
- Be at the carpet before timer goes off

## Dismissal Procedures

- Wait for teacher to dismiss you
- Walk in the hallway
- Stay in a straight line

## Answering or Asking Questions During a Discussion

- Raise your hand for permission to speak
- There may be times when the teacher asks everyone to say the answer

## What To Do If You Finish Early

- Read a book at desk or reading carpet
- Complete unfinished work
- Practice cursive
- Complete make up work

## Quiet Signals or Coming to Attention in Classroom

- When the teacher says "Class" the students say "Yes"

## Quiet Signal in Hallway

- When teacher holds hand up in the air the students do the same

## When You Need a Pencil

- No one sharpens pencils during the day
- If a pencil breaks put the broken one back in the tub and get a new one

## Keeping Your Desk Orderly

- Books on right and folders, agendas, and library books on left
- Don't pick or write on name tags
- Desks will be checked periodically to earn tickets to classroom store

#### **When You Are Absent**

- All make up work is due back within 3 days of absence.
- Tests and quizzes will be given in class by the teacher.
- You do not have to make up missed morning work. However, you must record the absence in your morning work notebook.

#### **When You Are Tardy**

- Put tardy pass in the "NOTES" basket.
- You do not have to make up missed morning work. However, you must record the absence in your morning work notebook.

#### **Keeping Your Notebooks and Folders**

- All papers should be kept neatly in the correct folders
- Desks should be completely free of loose papers
- Morning work notebook needs to have the date for each day. Two days worth of work should be on one page. Always use the front and back
- The binder will be used for the agenda and notes to and from home

#### **Exchanging Papers**

- Pass your paper to the right two times
- Kindly give back the paper to the correct person after checking.
- Never discuss what the other person missed

#### **When School Announcements are Made**

- Continue to work on morning work but listen carefully
- NO Talking
- Always stand for pledge

#### **When Visitors are In the Classroom**

- No talking
- Do not interrupt

#### **Answering the Door**

- ONLY the assigned helper should open the door
- When someone knocks the assigned helper will automatically open the door without being told

#### **Turning Off the Lights When We Leave the Room**

- The last person in line will always turn off the lights

#### **Turning Off the Lights to Use the Projector**

- ONLY the assigned helper should turn the lights off
- If a teacher goes to turn on the projector the assigned person should automatically turn the lights off without being told

#### **How to Agree With Someone's Statement**

- Give the "ME TOO!" sign

#### **Turning On and Off The Computers**

- Techies will turn the computers on in the morning and off in the afternoon

#### **Getting Out of Your Seat**

- Always raise your hand for permission to leave your seat
- Do not bother anyone or talk to anyone as you move around the room

#### **When You Need Help or Teacher's**

##### **Attention**

- Raise your hand and the teacher will come to you
- Don't get out of your seat or yell out

##### **Working With a Group**

- Learn to compromise, don't tattle, and be cooperative
- Use the correct voice volume

##### **Coming to Group Time**

- Teacher will call students to group time by their assigned carpets
- Sit in assigned place on carpet beside reading partner
- Keep legs crossed and hands to yourself

##### **Leaving Group Time**

- Teacher will dismiss by carpet
- Students go directly to desk or assigned area of the room.
- Use the correct voice volume

##### **Working During Small Group Time**

- Do not come up to the teachers table
- Use correct voice volume during centers
- Do not shout out and wait your turn to speak at the small group table

##### **Homework**

- Leave all homework in workbook, folder, or binder. The teacher will ask for it when she needs it
- Must be turned in the next day for full credit