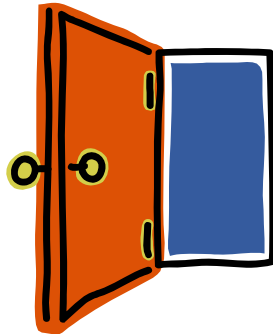


Classroom Procedure Manual

Created by: Amie
Dean



Entering the Classroom



1. Please Enter only through the ENTER door.
2. Please Exit only through the EXIT door.
3. Walk in QUIETLY. Code O!
4. Report to assigned seat.
5. Check ASSIGNMENT BOARD, start warm up, write homework in agenda.

Turning in Papers



1. Make sure your heading is on the paper.
2. If there is more than one page, staple your papers.
3. Place your assignment in the correct file bin for the appropriate class.
4. Do not place any papers on Mrs. Dean's desk.

Throwing Your Trash Out!



1. You may throw away trash during the first 5 minutes of class.
2. Please hold your trash until the teacher dismisses the class.
3. You may throw your trash away on your way out.

When You Finish Early



1. Finish any incomplete assignments.
2. Work on homework.
3. Make flashcards to study.
4. Read ahead in your textbook.
5. Start an anchor activity to show what you know about the current standard.

Missing Materials



1. You should have your own materials every day.
2. If an emergency occurs, you may borrow from the class supply. You must turn in something for collateral to borrow.
3. PLEASE RETURN BORROWED MATERIALS BEFORE LEAVING!!!!

When a School-wide Announcement is

Made



1. Stop what you are doing or saying.
2. Listen carefully. Code 0.
3. Hold any questions until the end of the announcement.

Responding to a Fire Drill



1. Stop all talking immediately. Code 0.
2. Get out of seats quietly.
3. Leave all belongings in the classroom.
4. Listen for teacher's instructions on where to go and what to do next.

Walking in the Hallways



1. Walk in a straight line quietly.
2. Stay to the right side of the hall.
3. Keep hands and feet away from the walls.
4. Be mindful of "Quiet Zones".

Saying "Thank you"



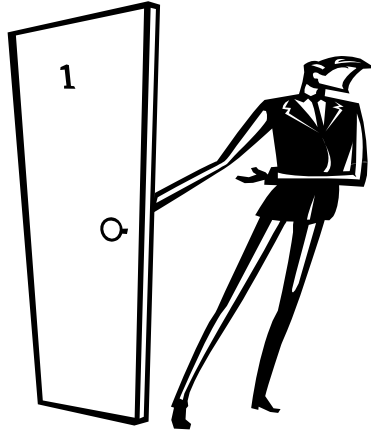
1. When a classmate or teacher does something nice for you, say thank you
2. When someone gives something to you, say thank you, and do not complain.
3. You will notice more good things to come your way.

WARM UPS



1. Class will begin with a warm up activity everyday. You should finish within 5 minutes of the bell.
2. Please use the "Weekly Warm Up" handout given on Mondays.
3. Have a section just for your warm ups in your folder.

When Someone Knocks



1. Continue working quietly.
2. **ONLY** the designated greeter will stand and open the door.
3. The greeter will welcome the guest at the teacher's request.

Coming to Attention, "Give Me Five"



1. Teacher will hold up hand and say one time, "Give me 5."
2. You have 5 seconds to:
 - Be quiet
 - Eyes on the speaker
 - Be still
 - Hands free, put things down
 - Listen

When You Are Absent



1. Check the designated file for the weekday you missed.
2. Take what you have missed and see the teacher for further instructions.
3. This is your responsibility, not the teacher's.

Working Cooperatively



1. Work as a team.
2. Value and listen to each person's response.
3. Compromise.
4. Take turns.
5. Equally share the responsibility.

Documents to be Signed



1. When you receive any type of progress report or report card (weekly report, interim report card, permission slip, etc.), send it home for a parent or guardian to view.
2. Return the report to school signed in 2 days.

When You Are Tardy



1. Enter the school only through the front doors.
2. Get a tardy slip at the front office.
3. Walk quietly into class and give the tardy slip to your teacher.
4. Put your personal items in their proper place.
5. Sit in your seat and quietly begin working on the posted activity.

Sharpening Your Pencils



1. Sharpen 3 pencils in the morning.
2. If all pencils should break, raise your hand.
3. Wait patiently for the teacher's response.
4. The pencil assistant will provide you with a pencil sharpener at your desk.

Keeping Your Notebook



1. All work should be kept in a folder.
2. File the assignment in the folder when handed back to you.
3. Make sure your folder is neat, with no papers sticking out.
4. Check for extra paper on a regular basis.

Finding Directions for Each Assignment



1. Read any **bold print**.
2. Look at the board.
3. Think back.
4. If you are unable to find the directions, raise your hand and wait for the teacher.

Headings on Papers



1. First and Last name
2. Subject
3. Month/Date/Year
4. Title of assignment
5. All the above will be placed in the top, left-hand, corner of your paper.