Establishing Procedures for the Beginning of the Year

Created by Mandy Gregory
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http://mandys-tips-4teachers.blogspot.com/
Beginning of the School Year
Procedures

☐ How to enter the classroom
☐ How to unpack book bag and turn in materials
☐ What to do before school starts
☐ How to take lunch count
☐ Pencil sharpening
☐ Emergency Drills
☐ How to ask to go to the bathroom
☐ Heading your paper
☐ How to turn in work
☐ How to use the library in the classroom
☐ Using the reading corner
☐ How to use your assignment book/agenda
☐ How and when to write down homework
☐ Where to turn in homework
☐ Consequences for not completing homework
☐ How to get the teacher's attention/ask a question
☐ Classroom Quiet Signal
☐ How to switch to other classes
☐ How dismissal works
☐ Organizing your supplies and desk
☐ Class and school rules
☐ Entering and exiting the classroom
☐ Silent hallway procedures
☐ Model Cafeteria procedures during cafeteria tour (silent areas, how to get food, appropriate cafeteria behavior, silent areas, where to sit)
☐ Turning off the lights when exiting the room
☐ Helpers/Class job
☐ Work Habits rules
☐ Friday Folders
☐ Where the games and puzzles are/when we use the games and puzzles
☐ Writing Center and the writing supplies
☐ Using a pencil or pen
☐ Getting water from water fountain
☐ Getting things out of desks/cubbies
☐ Teachers' clipboard (management of behavior)
☐ Consequences for behavior
☐ Earning tickets or good behavior
☐ If you are absent
☐ Birthdays
☐ Which bathroom does our class use?
☐ What happens when another adult enters the room
☐ Telling on others/Tattle Jar
☐ Computer use in the classroom

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Beginning of the School Year Procedures

- Daily Agenda on the board (look to know what we will be doing today!)
- Where to find Kleenex, the pencil sharpener, clinic, bathroom and hall passes
- Procedures for handing out papers
- Procedures for water bottles and healthy snacks
- Noise Level
- Procedures when assigned work is completed
- Classroom numbers for each student

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Suggested Sequence for Teaching Procedures

**Day One**
- How to enter the classroom
- What to do before school starts
- How to take lunch count
- Pencil sharpening
- How to ask to go to the bathroom
- How to turn in work
- How and when to write down homework/ How to use your assignment book/agenda
- Classroom Quiet Signal
- How to get the teacher's attention/ ask a question
- How dismissal works
- Class and school rules
- Entering and exiting the classroom
- Silent hallway procedures
- Model Cafeteria procedures during cafeteria tour (silent areas, how to get food, silent areas, where to sit)
- Turning off the lights when exiting the room
- Getting water from water fountain
- Teachers' clipboard (management of behavior)
- Consequences for behavior
- Earning tickets or good behavior
- Which bathroom does our class use?
- Where to find Kleenex, the pencil sharpener, clinic, bathroom and hall passes
- Procedures when assigned work is completed
- Classroom numbers for each student
- Daily Agenda on the board (look to know what we will be doing today!)
- Procedures for handing out papers
- Procedures for water bottles and healthy snacks

**Day Two**
- Where to turn in homework
- How to unpack book bag and turn in materials
- Heading your paper
- Consequences for not completing homework
- Organizing your supplies and desk
Suggested Sequence for Teaching Procedures

**Day Two Continued**
- Work Habits rules
- Getting things out of desks/cubbies
- What happens when another adult enters the room
- Telling on others/Tattle Jar
- Emergency drill procedures
- Noise Level
- Using a pencil or pen

**Day Three**
- Computer use in the classroom
- Using the reading corner
- Friday Folders
- Where the games and puzzles are/when we use the games and puzzles
- Writing Center and the writing supplies
- Helpers/Class job
- If you are absent
- Birthdays

- **Please note how to use the library in the classroom is part of my reading workshop plans**
- **Please note how to use the writing Center and the writing supplies is part of my writing workshop lesson plans**
I hope you find this product helpful!


Please let me know if you see any errors or mistakes that need to be fixed. I would love any feedback!

I need to give a special shout out to my wonderful editors! Thank you so much for ALL of your help!

Thank you!

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