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**

Charter School Tools
www.charterschooltools.org
• 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