

Entering the Classroom in the Morning

- When bell rings to signal the start of school, line up in the designated area outside the classroom door.
- The teacher will open door and welcome you to class.
- Walk in quietly and put belongings on assigned coat rack.
- On lunch chart, under your name, place either a Blue card for Cold lunch or Red card for Hot lunch, (also used for taking attendance).
- Walk to the rug, sit in your assigned colored square, and quietly wait for teacher to begin class morning announcements.

TIME GOAL: Maximum of Two minuets

Morning Announcements (intercom)

- Students will listen quietly and respectfully to school morning announcements.
- Follow along in the pledge of allegiance and other announcements.
- When school announcements are over, continue to listen to teacher for class announcements.
- Teacher will then signal time for bellwork.
- Teacher will call out student square color to return to desk.

TIME GOAL: Three minuets

Bellwork

- Look at morning message board to see what bellwork to begin
- Work quietly and efficiently
- When you finish, take out a book and quietly read
- Wait for instruction

TIME GOAL: Ten minutes.

In Class Behavior

- Stay in your seat unless teacher directs you to otherwise.
- Follow procedures to obtain the teachers attention
- Listen to directions
- Participate appropriately
- Have Fun!!

To Obtain the Teachers Attention

RAISE:

- One Finger: "I wish to speak".
- Two Fingers: "I wish to leave my seat". (Only for pencil exchange during independent work)
- Three Fingers: "I need your help".

OR

For Students Seeking Help

Index Card

Fold and tape an index card into a three-sided pyramid. On one side write, "Please Help Me." On another side write, "Please Keep Working." Leave the third side blank. Place the card on the desk so that the blank side is facing the student.

The procedure when the student wants the teacher's attention is to turn the card so that the "Please Help Me" is facing forward. The student sees "Please Keep Working" and is reminded to continue to work.

Emergency Interrupting

- Students will not interrupt the teacher when I am working with a student or a group; they will patiently and quietly wait until I am finished, BUT. . .
- Students may interrupt me for B-Emergencies. . . Blood & Barf.

Small Group to Whole Group

- Teacher will excuse students to go to designated area for small group activities. (Students will be previously assigned to a group).
- When finished working in small groups, teacher will excuse one group at a time to quietly:
 - Clean up in designated area
 - Quietly and quickly put back any materials
 - Walk back to their desks
 - Sit quietly until the rest of the small groups are cleaned up and back in their seats

TIME GOAL: Maximum of Five minuets

Pencils

Teacher will have two different colored pencil baskets, one for newly sharpened pencils, and another for dull pencils. These pencils are the teachers and are marked as such. Students may use them during a time when their pencil tip breaks or is dull, (by indicating the Two Finger Procedure), but must put it back in the dull basket when they have free time to sharpen their own pencil. (Usually during recess)

- If student needs a sharpened pencil, they will have to get one from the teachers pencil exchange.
- Pencils may be sharpened only during free time.
- Only one person may use the pencil sharpener at a time.

Using the Bathroom

- Students are expected to use the bathroom before school, during recess, lunch or other designated breaks.
- Only students who have an emergency are allowed to use the bathroom and must pay 5 Crazy Cash dollars to do so.
- Students will need the hall pass when they go.

Passing Papers

- Have students place their papers on the desk next to theirs, starting with the student at one end of the row.
- The next student is to add his or her paper to the stack and place the papers on the next desk. Not hand to hand-to eliminate flicking of papers while passed.
- Monitor the procedure, make adjustments and corrections when necessary and praise when appropriate.
- Walk to the side of the room and look across all the rows to monitor the procedure. This tactic will allow you to see across the rows, whereas you cannot see behind the backs of students when you stand in front of the room.
- Pick up papers, or have daily paper helper pick them up.

Done with Work Early

- Posted in the room will be a “What to do when you are done” poster
- When students complete assignment early they should look at posted ideas and chose one.
- Students can either:
 - Read a Book from leveled library or one they have brought.
 - Finish other assignments not completed.
 - Select a quiet activity from the “Sponge Center”
- Students must stay in their seat to do their choice of activity and be courteous of others who are finishing their work.

Recess

- Only the teacher will excuse you to go to recess.
- Make sure all materials, books, etc, being used are put neatly away.
- Once all is cleaned up, teacher will then excuse the quietest students sitting in their seats to go first.
- When excused, walk quietly, pick up recess equipment, and exit the door.

Entering Classroom after Recess

- Teacher will blow a train whistle two times to indicate that recess is over.
- Students are to promptly gather belongings and recess equipment and line up in the designated area outside the classroom door.
- Students should be holding all belongings and recess equipment, not dragging, bouncing, etc.,
- Door helper will come to the front of the line and open the door.
- When teacher blows train whistle once this means to enter the classroom.
- Students should walk quickly and quietly return recess equipment and belongings to their proper place, (recess bucket, coat hangers, etc).
- Students will return to their desks and quietly await further directions.

TIME GOAL: Maximum of Two minuets

Lining Up

Students will be assigned an orderly line-up position (to elevate disruptions between best friends and disruptors). Place students who disrupt right under your nose and well behaved students at the back of the line. Students should be able to name the person in front and behind them. Line students up in a double line to keep the group more compact.

- Only the teacher will excuse students to line up.
- When excused students will quietly walk to get in their designated line.
- Rehearse each nonverbal cue with students, "Stop" and "Start", "Turn Around", "Go Back and Start Over".
- Everyone must quiet, facing forward, and looking at teacher for signal to go.

GOAL TIME: Maximum Two minutes

Hallway Behavior

- Keep HIGH standards; Expect well behaved students.
- Stay in your assigned line.
- Keep arms and feet to yourself.
- Walk.
- No talking.
- I say what I mean, and I mean what I say, If anyone talks or disrupts signal "Stop", "Turn Around", and "Go Back and Start Over".

Entering the Classroom from Hallway

- Quietly walk into room, while door helper holds the door. Remember to say thank you in a hush voice.
- No distinguishable voices when returning to your seat/desk.
- Listen for directions from teacher to signal what materials to have out and ready.

TIME GOAL: Maximum Two minuets

Clean Up Procedure

- Students will have “Daily Helper” jobs to perform at the end of the day. (Usually five-eight minutes before school ends)
- Students will effectively and efficiently complete their job. (Floor Sweeper, Board Eraser, Book Shelf Organizer, Sink Cleaner, Table Cleaner, etc.)
- Students will be respectful of others doing their job tasks and not bother them.
- Students will quietly sit in their seats until all are done with their jobs, and then we can prepare to go home.

TIME GOAL: Five to Maximum Eight minutes

Preparing/Lining Up to Go Home

- Students would have previously finished their “Daily Helper” jobs and be seated in at their desks. All material will be put away neatly from the top of their desk.
- Teacher will have students collect any homework assignments, announcements (newsletters, book orders, reminders etc.), and gather books to put in their book bags.
- Students will have these materials on their desks ready to go.
- Teacher will excuse four quiet students at a time to gather their belongings, (coat, book bag, etc), return to their desk, and begin putting the materials in their bags before she will select the next four to go.
- Once students have all their belongings from the coat racks and books/homework in their bags, teacher will excuse by some random selection (to keep it fun and not so serious),, sequenced birthdays, color of clothing-hair-eyes-shoes, etc., to line up quietly at the door to exit the classroom.
- The TEACHER excuses students, NOT the bell.
- Thank students for a great day and then have door helper hold the door as students exit the classroom.

TIME GOAL: Five minuets

OR

If time extra time. . .

- Have students gather their belongings, put materials in their book bag, and go sit quietly at the rug on their color square.
- Once all students are at the rug, take the time to go over any or all learning objectives of that day and have the students tell you about something they learned.
- Then excuse quiet students from the rug using the color of the square they are sitting in to line up.

TIME GOAL: Maximum of Five-Ten minuets.

Absent

- There will be a Daily Job for a student to collect all in-class and homework assignments for those students who are absent for that day.
- The student helper will collect all work and put it in an absent paper folder, place the folder in the "Absent Pocket Chart" under that days date. When the student(s) return they can pick up their work off the absent chart under the day(s) missed.
- For each student gone the student helper will have to make enough folders for all absent.

Leveled Reading Library Behavior/Use

- Students will be allowed to borrow leveled reading library books, but must check them out with the teacher by writing their name, date, and books name on check out form.
- Students may not take home these books; they are for classroom use only. (Other books will be provided by school for take home reading)
- Students are responsible for the care and proper usage of their classroom library books. Care for them as if they were your own.
- Students can be awarded personal reading time to sit in the bean bags as an academic reward.

In-Class Computer Area Behavior/Use

- Do what is asked of you in a well behaved manner. (Don't touch or play on computers when you are not suppose to-
Be Respectful of the computers).
- Use proper computer etiquette when searching for information and research.
- Leave computer better than when you found it (put keyboard, mouse, chair, etc., in proper place).
- Be courteous to others and allow for all to have equal time and turn.

Sink Area Behavior/Use

- Only 2 people at sink area at a time.
(One who is washing up another who is waiting)
- When washing hands, be courteous of others who are waiting in line.
- Only use 2 paper towels to dry your hands.
- Please put used paper towels in the trash, even if they are not yours.
- Keep sink area cleaner than when you found it.

Storage Area Behavior/Use

- Students are only allowed in designated drawers. Drawers with *Green stars* are for students, drawers with *Red stars* are just for teacher use.
- Students will only get supplies when they are asked to by the teacher.
- Designated student(s) will retrieve supplies as asked by the teacher and will then pass out to other students.
- Designated student(s) will collect materials/supplies from other students when finished and return them to the correct drawer.

Sponge Area Behavior/Use

- Students/tables/groups can earn sponge time during the week.
- Work quietly and efficiently at sponge area. (Don't lose your privileges)
- Use materials and supplies appropriately.
- Be courteous to others and share.
- Encourage all to participate.
- Make it an Enriched and Learning Environment.
- Most of all Enjoy it and have FUN Learning!

Lunchroom Behavior

- Absolutely NO running!
- Hot lunch students stay in line and be polite to others as you get your food.
(Remember we will go back and start again for any unacceptable behavior)
- Say Thank You to the lunch cooks and student aide cooks.
- Cold lunch students quietly walk to the lunch table.
- Visit, but use quiet voices.
- Use your manners.
- Properly put away food tray and/or any lunch garbage in the designated areas.

Computer Room Behavior

- Quietly enter room and walk to designated seat/area.
- Pay attention to computer teacher and be courteous.
- Do what is asked of you in a well behaved manner. (Don't touch or play on computers when you are not suppose to- Be Respectful of the computers).
- Use proper computer etiquette.
- Leave computer better than when you found it (put keyboard, mouse, chair, etc., in proper place).
- Thank computer teacher for their help and time in teaching you.

Library Behavior

- Quietly enter room and walk to designed seat/area.
- Pay attention and be polite to the librarian.
- Respect the library and the library objects.
- Be Respectful-Do not damage or misuse the books and/or materials available to you.
- Be quiet and courteous of others in the library.
- Thank the librarian for their help and time in teaching you.

Assembly Behavior

- Enter quietly to the assembly and sit in your assigned seat/seating arrangement by class.
- Sit flat-be courteous of others behind you.
- No talking.
- Eyes Forward and Ears Listening.
- Be respectful of the entertainers and/or speakers.
- When time to leave wait for teacher to signal to stand up, get in assigned line, prepare yourself to walk in the hallway (hallway procedure), and look for signal to begin walking.

Guest Speaker in the Classroom Behavior

Listening to Asking Questions

- Welcome guest speaker to classroom with a smile and a hello.
- Make sure all materials are off your desk or area where you sit.
- Give your full attention to the guest speaker.
- Don't talk out of turn and wait to ask questions.
- Listen carefully to ask appropriate questions.
- When questions are requested, Raise your hand before you speak.
- Show respect to our classroom guest and remember to say, Thank You!

Field Trip Behavior

- Come prepared with appropriate clothing, lunch (if you decide to bring one), permission slips etc.,
- Use Lining Up procedure and Hallway behavior to walk to bus.
- Sit properly on the bus seat with 2-3 students to a seat.
- Show respect and good behavior toward other students, teachers, parents, and bus driver while in route to destination.
- Properly wait your turn to get off the bus.
- Listen closely to instruction and directions.
- Follow the rules of the place(s) we visit.
- Show respect to the property we visit, don't litter, damage, or misuse any objects.
- Do not wander off alone-Use the Buddy System and stay in designated boundaries.
- Be courteous to the people who are entertaining us.
- Remember you are an example of our school.
- Most of all, HAVE FUN!!

Emergency Drill Behaviors

- Students will have previously rehearsed and practiced emergency drills.
- Students will STOP what they are doing, LOOK at the teacher, and LISTEN for directions.
- Students will remain calm and not panic by screaming or running around.
- Students will proceed to do as told by the teacher IMMEDIATELY!
- Students will not talk or joke during drills.
- Students will treat drills as real situations and behave appropriately.