

# Mrs. Atkins, Mrs. Barker, & Ms. Russell

## Procedures

### **Morning Procedures**

1. Enter quietly.
2. Pull your attendance card.
3. Empty backpack.
4. Check your pencil.
5. Go to your seat.
6. Get ready to switch for 1<sup>st</sup> class.

### **Classroom Procedures**

1. Listen to your teacher.
2. Do NOT talk when your teacher is talking.
3. Follow directions quickly and cheerfully.
4. Raise your hand to speak.
5. Treat your teacher and classmates with kindness.

### **Switching Classes Procedures**

1. Organize your work space.
2. Wait for your group to be called.
3. Line up in a straight quiet line.
4. Quietly, walk to your next class.
5. Stand quietly in the hallway.
6. Wait until the other class exits the classroom, and then enter.
7. Begin class.

### **Hallway Procedures**

1. Stay close to the person in front of you & right behind them.
2. Keep your hands, feet, and objects to yourself.
3. No talking.
4. Always walk in the hall.

### **Restroom Procedures**

1. Be quick.
2. Be clean.
3. Be quiet.

### **Work Station Procedures**

1. Quickly and quietly go to your assigned station.
2. Keep a low classroom voice while in your group.
3. Stay on task.
4. Work as a team.

### **Lunchroom Procedures**

1. Enter cafeteria quietly.
2. Remember, 4 students allowed in food service area at a time.
3. Get everything you need for lunch.
4. Sit on your stool and stay in your seat.
5. Go to the restroom only if you need to. – Get permission.
6. Eat the things you like first, then talk afterwards.
7. Eat your food. Do NOT play with it or throw it.
8. Use good manners.
9. Pick up after yourself when you are finished eating.
10. Wait quietly in the hallway for your teacher to come get you.

### **Playground Procedures**

1. Stay where your teacher can see you, and you can see your teacher.
2. Do not pick up sticks, mulch, garbage, or rocks.
3. Be safe.
4. Treat others the way you would like to be treated.
5. Do NOT go inside without permission.
6. Come to your teacher as soon as she blows the whistle.