

Procedures for Ms. Ethridge's Class

- Entering the classroom
 1. Be seated and ready to work.
 2. Remove needed materials and homework from backpack.
 3. Place backpack under or on the back of your desk out of the way.
 4. Get magazine file and morning work folder from cubby.
 5. Be sure to have 2 pencils sharpened.
 6. Begin Morning Work in Red Morning Work Folder.
- Class transitions/dismissal
 1. Return all classroom books or equipment to the appropriate area.
 2. Clear desk and pack belongings.
 3. Place tote in desk seat or on top of desk. (Magazine file is to be returned to cubby)
 4. Pick up any trash from your area and throw in trashcan as you exit the classroom.
 5. The teacher will dismiss the class.
 6. Walk quietly in a straight line with no spaces to the next activity.
- Turning in assignments
 1. Turn in completed assignments in appropriate basket or pocket.
- Headings for assignments
 1. Write your name in the upper right corner.
 2. Write your number beside your name.
 3. Write the date below your name.
 4. Write the subject title and page number under the date.
- Sharpening pencils
 1. Sharpen two pencils upon entering the classroom (before tardy bell)
 2. No more than 2 students may be in line to sharpen pencils.
 3. If the lead breaks during the lesson, raise your hand to receive permission to exchange for a sharpened one.
 4. A student will be chosen each week to be in charge of emptying the sharpener.
- Leaving the classroom during class:
 1. Raise your hand and when the teacher recognizes it, state your need.
 2. If permission is granted, obtain the appropriate pass.
 3. If you feel sick, quickly and quietly go to the restroom. If possible make eye contact with the teacher.
 4. Be sure to put the pass up when you return to the room.
- Returning from an absence
 1. Check the "While you were out" box for assignments.
 2. Find the assignments with your name on them.
 3. If you do not understand the assignment, ask a classmate or the teacher for help.
 4. Return completed work within 3 days.
- Visitors in the classroom
 1. Be on your best behavior.
 2. Do not interrupt adult conversations.

- Emergency drills-Fire and Tornado
 1. Stop talking and moving. Listen to instructions.
 2. Follow directions immediately.
 3. Move quickly and quietly with the class as directed.

- When announcements are made from the intercom or television.
 1. Freeze.
 2. Listen carefully to all announcements.
 3. Do not speak back to the intercom- the teacher will respond if necessary.
 4. Resume lesson promptly.

- Hall behavior
 1. Absolutely no talking in the hall.
 2. Face forward.
 3. Hands by your side.
 4. Do not break or “give ups” in line.
 5. Stand with right shoulder close to the wall without touching the wall or bulletin boards.

- Manners
 1. Always say “Please” and “Thank you” to your classmates and teachers.
 2. When accidents occur, say, “Excuse me”.
 3. Always be polite and positive.
 4. Surprise others by performing random acts of kindness.

Do what's right. Be the best you can be. Treat others the way you want to be treated.

Be in the right place, at the right time, doing the right thing, with the right materials.