

## **How to start/end the day**

**Entering the room:** Enter quietly and politely; don't interrupt other students

**Beginning the hour:** Enter the room politely; do lunch count; turn in your work; sit at your spot and work silently or wait patiently until Mrs. Payne gives directions.

**Lunch count:** "Hot lunch" means you are having school lunch; "cold lunch" means you brought a lunch from home; move your name from smart board to either label or raise hand to indicate which you are having.

**Ending the hour:** Clean up your spot; pick up any trash within three feet of your desk; push in your chair; collect your corrected work; wait quietly to be dismissed.

## **Moving around in the classroom**

**Leaving the room:** Tell me where you are going; mark the correct hall pass; do not run or play in the hallways or restrooms.

**Getting a tissue:** You may get a tissue whenever you need one; you don't even have to ask; throw the used tissue away immediately; make sure it lands in the trash can; get right back to work.

**When and how to use the school restroom:** If I am not teaching the whole group, stand by the classroom door; if I say "no," wait for a better class time to go; if I nod, leave the room quietly; do not disturb other classes.

**When and how to use the pencil sharpener:** You may sharpen your pencil at any time if I am not teaching the whole group.

**Throwing away trash:** You may throw away trash whenever you need to if I am not teaching the whole group; do not play basketball with your trash; make sure all trash lands in the can; pick up trash even if it isn't yours.

## Classroom Work Expectations

**Come to class prepared:** Bring your work, pencil, books, etc. (Anything needed for the hour) If you don't come prepared I will send you to your locker.

**Taking out/putting away/caring for supplies:** Share group supplies; recap markers and glue; use respectfully, do not destroy.

**Participating in group lessons:** raise your hand to speak; do not speak when someone else is speaking.

**Obtaining help with assignments:** to get Mrs. Payne's attention:

Raise-

One finger: "I wish to speak"

Two fingers: "I wish to leave my seat"

Three fingers: "I need your help"

\*While you are waiting for help on a problem or section, skip it and go on to next question/section until I can answer your question/help.

**Handing in finished work/homework:** Make sure your name is on your paper and heading; place your paper into the "IN" basket at front of room.

**What to do with unfinished work:** If I ask for work to be turned in, let me know if it isn't finished.

**What to do during free time:** If you finish an assignment, first work on any unfinished assignments from mine or others classes; when you finish those, you may choose to read a book or peer-tutor someone who needs your help.

**Signals for attention:** When I need your attention, I will raise my hand with five fingers up and say "Give me five".

1. Eyes on the speaker
2. Quiet
3. Be still
4. Hands free (put things down)
5. Listen

**How to head your work:** As soon as you get a paper, print your first name and last name, today's date, subject and grade at the top on the right-hand side.

