

Before School Begins

Breakfast Procedures:

Breakfast is served from 8:00 a.m. to 8:15 a.m.

You may NOT take anything out of lunch room

All garbage is to be thrown away in garbage cans

Morning/Lunch Procedures

Line Up at home room number in front of building:

- Single file/facing forward, hands to self, and no talking (You are tardy if not in line @ 8:18 bell.)
- Teacher will give verbal direction when ready to go to class: Follow teacher to class (single file/no talking)
- Zero voices upon entrance into classroom
- SW will go directly to assigned seat
- You will leave your agenda (a.m.) (parent signature check).
- while bulletin is being announced you will sit quietly and listen (attendance and lunch count)
- Stand for pledge over PA
- SW begin bell work at this time

In and out of classroom Transition Procedures (lunch, end of day, etc.):

Being excused to go to the next class:

5 mins before bell rings:

- SW get out and write in today's work/assignment for class and write No HW or HW as needed.
- SW wait patiently for teacher or para to sign agenda and excuse students to line up quietly at door (still zero voices)
- SW be excused by teacher (NOT the bell)
- If you have your agenda filled out, you may raise your hand and ask for permission to do the following: get a drink, go to the restroom, and sharpen pencils.

- Go directly to next class period.

Entering class:

- You will line up single file outside of door and at bottom of steps/ramp until let into room.
- Single file/facing forward, hands to self
- You will have your voice at a 0 level upon entering room.
- You will go directly to your assigned seat.

REMINDER!!: It is only at the end of class (last 5 mins.) that you may use the restroom, etc., unless it is an **extreme** emergency.

Bathroom Procedures:

- SW quietly raise hand and request permission to go to restroom
- SW fill out “sign out sheet” and clip “pass” to clothing
- SW be sure to use soap and water to clean hands before leaving restroom
- SW sign back in (time) and return BR pass to metal plate

Going to Office/Mr.Brown/ Mrs. Benson Procedures:

- SW fill out “Hall Pass” section in Agenda (ink only) according to destination
- Teacher will sign student out in “Hall Pass” section
- SW go directly to designated destination
- SW get signature from staff member before returning to class
- SW show teacher “Hall Pass” section upon returning to classroom

Transition of groups during Class:

When timer goes off:

1. Log off computer/return materials to proper place.
2. Push in chair
3. You will quietly move to next station.
4. Retrieve needed materials/books, etc.

There is no talking, touching, or lollygagging (1 min.)

Lunch Transition Expectations:

- Teacher will excuse you to line up for lunch.
- You will WALK across the parking lot to the bottom of the ramp
- Hands to self/ quiet voices/ single file
- Wait for permission to enter lunchroom
- You MUST use the hand sanitizer to be served

Refocuses: (Time Out)

- After verbal warning, teacher/para will direct you to refocus desk.
- You will quietly, without disrupting the class, go to designated desk.
- You will reflect on your behavior and fill out Refocus in complete sentences.
- You will then raise hand and patiently wait for teacher/para to review the form with you.
- Teacher will let you know when you can rejoin the class.

Student Signature _____ **Date:** _____

Parent Signature _____ **Date:** _____