Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom Procedures

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| **Question:**What should I do when… | **Solution:**Was your prediction correct? If so, put a check in the prediction box. Write the procedure from the board. |

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| the bell rings for class to begin? | Should be in door and on the way to seat. |
| my pencil breaks? | Go ahead and sharpen/get lead. |
| we hear an emergency alarm? | Silently line up at door. |
| I finish my work? | Put in green folder and work quietly on something else. |
| I have a question or don't understand something? | Raise hand or ask someone at table if good time. |
| I need to throw something away? | Wait until work time. |
| I need to use the restroom? | Best time is during work time; have agenda filled out. |
| I don’t have my assignment complete when it’s due? | Let teacher know and make phone call for HCP. |
| **Question:**What should I do when… | **Solution:**Was your prediction correct? If so, put a check in the prediction box. Write the procedure from the board. |

|  |  |
| --- | --- |
| it’s time to take a quiz? | Clear off desk and have pencil ready. |
| I don't have a pencil? | Look in white basket or trade for conduct card. |
| I am tardy? | Lose $0.50. |
| I enter the classroom? | Go to seat and look on board for bell work. |
| I need to look in my locker for an assignment? | Ask teacher and lose $0.50. |
| I need to get the teacher's attention? | Raise hand or come up to teacher’s desk during test. |
| I return to class from being absent? | Look on Make-Up Work sheet, ask if questions. |
| It’s time to turn in work? | Check for name and completion; put it in middle. |

Two questions I still have…

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