

After Recess Procedures

Recess is over when the whistle blows

Line up quickly

Wash hands for 20 seconds before entering the classroom

Bathroom Procedure During Class

You may use the bathroom anytime during the day provided Ms. Mandy is not giving direct instruction to you.

Wash hands for 20 seconds when done.

One person allowed out of the room at a time.

Before Recess Procedures

Tidy workspace

Sit with hands folded neatly on desk

Quietly wait until dismissed

Wash your hands for 20 seconds before entering the gym or going outside

Beginning of Day Procedures

Wash your hands for 20 seconds

Change into your indoor shoes

Put coat, pack and lunch in locker

Go to gym until 8:20 when whistle blows

Greet teacher

Put *Important Fold* in tray

Make sure you have 2 sharp pencils

Fill water bottle with fresh water

Choose a book

Turn in any homework

Choosing a Book Procedures

You should always have one book in your desk that you are currently reading.

Read the first few pages. If there are more than 5 to 10 words on a page that you don't know, it might be over your reading level.

Read the back of the book or browse through the pictures (picture books) to see if it's something you're interested in. If it looks good, take it.

DEAR Procedures

Choose a book (2 minutes)

Find a quiet place by yourself (10 minutes)

One minute to find a partner

Use a 2-finger voice while sharing

Put all your books away when you are done

End of Day Procedures

Tidy workspace

Collect homework

Do job

Sit at desk with hands folded neatly and wait for prayer

Collect things from locker

Change into outdoor shoes

Wait for ride on stairs or outside

Fire Drill Procedures

Stop everything

Walk silently to the fire exit door and line up

Wait for signal to leave

Silently walk to designated area

Say "Here" when your name is called

Walk back silently when direct too

Five Procedures

When teacher says, "Give me five." Stop everything

Raise your hand

Turn and face the teacher

When we give the teacher "five" we are giving our full attention, all five of our senses.

Group Work Procedures

Come to group area with a pencil

Find a seat quietly

If you are working at your desk while another group is with the teacher do not interrupt.
Quietly ask a neighbor. If no one can help you sit quietly and read till help comes.

Intrapersonal Time Procedures

Tidy workspace

Make sure other class work is caught up

Read

Write

Draw

Lunch Time Procedures

Tidy workspace

Wipe down desk

Sit at desk quietly

Prayer

Wash hands

Get lunch and eat

Stay seated till done

Talk to only those at your table/desk group

Throw trash in "*Lunch Garbage*" trash can

Wipe down desk when done

Partner Procedures

Be an active listener

Remember a 2-finger voice

Share ideas

Work together on the activity

Clean up work area together

Problem Solving Procedures

If you have a conflict with someone else and it needs immediate attention, please follow these guidelines:

Take time to cool down. Time yourself out. Pray.

Nicely ask the person you are conflicting with if the two of you could talk out your problem.

Use “I feel messages” to share your feelings.

If they share an “I message” repeat it back so they know they’ve been heard.

Apologize and ask forgiveness.

Pray together.

If you need help with this, please come and ask. It takes a lot of practice to be a good communicator.

Story Procedures

Finish Handwriting if it is incomplete

Get all supplies before you sit down

Listen quietly

Color/Draw quietly

Stay in your seat

Job Descriptions

Attendance Monitor

Record daily attendance

Take attendance record to the office

Collect work for absent students

Clerk

Return work to students to be taken home

Hand out papers

Organize caddy shelf

Ensure all caddies are on the shelf

Custodian

Counters are clean

Counters are neat

End of day wash all the desks

Dry dirty rags are placed in container

Teacher is informed when rags are down to 2 or 3 so she can wash them

Tidy pillows

Tidy chairs

Floor Procedures

Collect all trash from floor

Rocks

Paper

Lunch garbage that has missed its mark

Pay special attention to area around garbage cans

Librarian

Tidy books

Make sure spines are facing out

Ensure that books are in designated areas

Police Officer

Check for violations of class rules.

Hand out tickets to fine students who break rules.

Desk checker

Collect fines and give to the teacher.

Sanitation Officer

Collect garbage

Replace garbage bag

Take full bag of garbage to designated area

On the way to lunch time recess take lunch garbage out and replace bag

Take recycle to designated area

Sort recycling

Technology Supervisor

Turn the lights on or off at appropriate times.

Assist with technology tasks such as setting up projectors or using audio equipment.