**Classroom Procedures**

**1.) Morning Routine**

1. When arriving in the morning students must first take off boots in the hallway.
2. Next, students come into the classroom, take off jacket and put on sneakers.
3. The students will then put their communication journals and binders on the shelving unit.
4. Finally, students quietly go to seat and work on morning work, which is in their folders, until the morning announcements come on.

**2.) Lining Up for Lunch**

1. Line leader, which is predetermined by classroom helpers, lines up first.
2. Following the line leader, students who brought their lunch line up.
3. After, the students who are ordering first choice line up.
4. Next, the students who are ordering second choice line up.
5. Lastly, students who are ordering peanut butter and jelly line up.

**3.) Handing in Papers**

1. When papers are complete, students must first check to see if their name is on the top of the paper.
2. After checking for their name, the students must check over their work.
3. Next, the students can quietly get up from their seats and put their piece of work in the basket labeled “Hand In”.
4. Students quietly go back to their seat and continue working on other work or wait for further directions.

**4.) Behavior When Leaving Class**

1. If with other students, form a line with the line leader at the beginning.
2. While walking down the hall, be quiet and walk.
3. Do not touch things on the wall or go to any place other than the destination.
4. At destination, enter quietly to be sure not to interrupt others.

**5.) Seating Arrangements**

1. Seats are assigned based on grade. There is a table for kindergarteners, first graders, as well as second graders.
2. Individual seating is based on the name tag in front of the chair. These are chosen by the teacher.
3. Always push in chair when you get out of it.

**6.) Procedure for Going to the Restroom**

1. Raise your hand and ask for permission to go to the bathroom.
2. Quietly exit the classroom and remain quiet in the hallway.
3. After using the restroom, be sure to wash hands and throw out your paper towel.
4. Quietly walk back to the classroom without touching anything on the walls.
5. Quietly enter the classroom so you do not disturb others.