**Classroom Procedures**

1. Students are expected to sit in their assigned seats daily unless given permission to do otherwise.
2. Students may visit with friends during free time, lunch, or when given permission to do so.
3. Students must write down homework in their agenda planners on a daily basis.
4. Students are expected to leave when dismissed by the teacher. The teacher will give them a high five on their way out the door.
5. Students must always write their name on their papers.
6. Students will turn in homework in the homework baskets as soon as they enter the classroom.
7. The classroom will contain a refrigerator with a water bottle for each student. The water bottles will be distributed during snack time only. If the student is very thirsty and needs a drink of water, then they may go get one unless they abuse the privilege.
8. Students will sign out a pass for going to the bathroom. There is only one pass, so there can be only one student out in the restroom at a time.
9. Students may ask to go to the nurse if they are not feeling well. Students will be asked to go during a transition time unless it is an emergency.
10. Students must sharpen pencils at the beginning of the school day. If the student does not have a pencil in the middle of the day, they must borrow a pencil or if the teacher is not teaching a lesson, they may go sharpen their pencil.
11. Students must go to the main office when tardy for class.
12. Students will only go to their lockers in the morning, at the end of the day, or if the teacher requests them to go.
13. Students are expected to treat all textbooks and classroom materials gently and carefully.
14. Students will need: pencils, erasers, crayons, scissors, five folders, pencil box, and a composition notebook.
15. If students do not have the proper materials, they may borrow from the teacher or a friend.
16. When the teacher is absent, the students must be on their best behavior and help the substitute. Students who do not act appropriately during the school day will not receive free time the next day or other consequences may occur depending on the behavior. A good report results in an extra few tokens toward the monthly party.
17. Students will have a buddy whom when they are absent will collect their handouts for that day. It is the students’ responsibility to remember their buddy and put their handouts in a designated folder.
18. If students to not do their homework, they will be asked to complete their homework during free time.
19. There is no chewing gum in the classroom, unless given permission.
20. If a student has a question, the student may quietly raise their hand. The student will not be called on if they are talking while their hands are raised. The question should pertain to the lesson being taught.
21. Students will be able to answer questions only when they are called on by the teacher.
22. If students are unsure of asking a question in front of their peers, the student may talk to the teacher individually to answer his/her question.