

# **Classroom Procedures**

## **2007 – 2008**

### **AM Bell & Entering Classroom**

- 1. Teacher goes to West end to greet student**
- 2. Student will line up in a single line**
- 3. Quiet student by “peace” sign**
- 4. Rotating schedule on class who ascends first (F -3A, A-3B, M-4A, I-4B, L-5A, Y-5B)**
- 5. Students go directly to desk & unpack**
- 6. Teacher takes attendance & lunch count; enter results in computer, on hard copy, & on attendance/lunch slip**
- 7. Place lunch slip in hallway on designated hook**
- 8. Students copy homework & start AM Work**
- 9. Table one put away backpacks & jackets and turn in homework**
- 10. Table two, three, ... follow; one table at a time**

### **St. Charles Heading**

- 1. Name (First & Last) and number upper right hand corner**
- 2. Date**
- 3. Subject**
- 4. Specific assignment will be written on first line**

### **Pencil Sharpening/Replacement**

- 1. Students should have 2 sharpen pencils at their desk**
- 2. Trade unsharpened pencil for new**
- 3. One student will be in charge of sharpening pencil during recess (weekly job)**

### **Finish Work Early**

- 1. Student should proofread all work before turning in assignments**
- 2. Turn in assignment to labeled box**
- 3. Start enrichment work listed on board**
- 4. Board will have several activities listed in ordered they should be done**

## **Restroom**

- 1. Only one boy/girl may use bathroom at a time**
- 2. Must inform teacher they are using the restroom**
- 3. Sign out and sign in**
- 4. Do not leave during direct teaching**

## **Special Classes**

- 1. Students will line up in ABC order single line**
- 2. No talking or playing around**
- 3. Teacher will walk to class**

## **Turning in Work**

- 1. Work must be turned in the day due**
- 2. Late work will be deducted – 50%**
- 3. Student will stay in during recess to complete work**
- 4. Place work in assigned boxes**

## **Corrected Papers**

- 1. Papers corrected by teacher will be filed in binder**
- 2. Students will place paper behind correct label**
- 3. Students will graph grade**
- 4. Any grade less than 70 will require a parent signature**

## **Absences**

- 1. Missed work is to be completed within 3 days**
- 2. Teacher will fill out form & collect necessary material**
- 3. Material will be placed on student desk or given to office if requested**

## **Fire Drill**

- 1. Emergency clip board located on south wall above trash can**
- 2. Exit the building, single file, using west door; teacher is last**
- 3. Quietly line up, single file, in front of church**
- 4. Verify presence of all students**
- 5. If all students are present hold up green card**
- 6. If any student is missing write names on post it & hold up red card**
- 7. Send names of missing student to group leader**
- 8. Do not return to classroom until told**

## **“Owl Alert”**

- 1. Emergency clip board located on south wall above trash can**
- 2. “Owl Alert” is repeated twice over intercom**
- 3. Students quietly get under desks**
- 4. Teachers shut doors (should already be locked)**
- 5. Turn off lights**
- 6. Take a count of students**
- 7. If all students are present & you have no extra students in your room, slide green card halfway under door**
- 8. If there are missing or extra students, write # of students – not names – and slide red card halfway under door**
- 9. Teacher should then proceed to a safe place**
- 10. Remind absolute silent until told to do otherwise**

## **Lunch**

- 1. At 12:15 line students up in ABC order (rotate students so same individual isn't always first in line)**
- 2. Pray in classroom**
- 3. Walk quietly to lunchroom in a single file**
- 4. Students must sit in designated area**
- 5. Packers may proceed to tables**
- 6. Buyers wait quietly in line & listen to any directions given by lunch supervisor**
- 7. Students must remain sitting during lunch**
- 8. Students must clean up area**
- 9. Student must ask permission from lunch supervisor to leave table & get in recess line or use restroom**

## **Quieting the Class**

- 1. Teacher will raise hand**
- 2. Raise one finger – still and silent**
- 3. Raise second finger – look and listen**

## **Assignments**

- 1. Homework posted on homework poster**
- 2. Daily assignments & schedule posted on free standing white board**

## **Dismissal**

- 1. Students should be working or reading until PM announcements**
- 2. After announcements students will pack up and place chairs on top of desk, and ensure immediate area is clean**
- 3. Students will then line up in front of the classroom**
- 4. When all students already, the whole class will proceed outside using center door. One student will lead, the teacher will walk behind them to monitor them**
- 5. Teacher will stay with class until all students are picked up**
- 6. At 3:20 any student whose parent has not picked them up will be escorted to After Care**