

Classroom Procedures

- *Are you a little bit unsure of how to get the teacher's attention? Embarrassed because others may laugh at you if you do the wrong thing? Welcome to the club! We all feel that way at some time. That is why it is good to know what is expected of you. By knowing the procedures, you will be happier in the classroom.*
- *Procedures are a part of life. We follow procedures for using a dictionary, boarding an airplane, driving on the highway, and attending a wedding. The reason we have procedures in life is so that people can function in society knowing the acceptable and efficient ways other people do things.*
- *There are also procedures in this classroom. These procedures establish our classroom culture.*
- *This paper contains the procedures needed to maximize your class time and to make your work the most efficient. As the year proceeds, I will give you additional procedures, as the need arises.*

Entering the Classroom in the Morning

1. Enter quietly and then enter the closet area using the door nearest the classroom door.
2. Locate your assigned coat hook and remove your jacket or other outerwear and hang your outerwear on the hook.
3. Remove the items you will from your backpack, and then hang your backpack on the same hook as your outerwear.
4. Exit the closet area using the door on the window side and proceed to your assigned seat.
5. The closet area is not a "meeting room", and talking while in the closet area is not allowed.

Entering the Classroom, other than in the morning

1. Enter quietly. If your teacher is at the door, give a greeting, e.g. "Good morning, Mr. Broderick." This is common courtesy and a practice that you will want to carry over to other areas of your life.
2. Go to your seat and put down your book, binder, and materials.
3. Take out your materials and make sure that you have 2 sharpened pencils (math), or a working pen (History).
4. Begin the Bell Work. It will either be on your desk, on the overhead, or on the assignment board.
5. Work on this until you finish or the teacher asks you to stop. If you finish early, remain in your seat and read a book or write in your journal.

When You Are Tardy

1. Enter the classroom quietly.
2. Put your tardy slip on Mr. Broderick's desk.
3. Follow the procedure for Entering the Classroom.

Leaving the Classroom Before the End of Class

If the teacher gives his permission for you to leave the room, then:

1. Put any loose papers or materials together on your desk so that they will not "disappear" while you are gone.
2. Write your name on the "Out" section of the board.
3. Quietly leave. If the door is open, keep it open. If the door was closed, quietly close it.
4. Erase your name on the "Out" section of the board.
5. Return to your seat and quietly resume what you were doing.

End-of-Period Class Dismissal

1. Gather up your supplies.
2. Pick up papers and debris on the floor around your desk.
3. Sit quietly at your seat and wait for the teacher to dismiss you.
4. Push your chair in and quietly leave the room, when the teacher dismisses you.
- 5.

Asking a Question

- When the teacher or someone else is talking: Quietly raise your hand and wait to be called.
- When the class is quietly working: Quietly raise your hand and wait for the teacher to get to you. Continue working while you wait for the teacher.
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Sharpening Your Pencil

This should be done outside of class or at the very beginning, as outlined in the procedure for Entering the Classroom. If the need rises, however, during instruction time, quietly take out your pencil sharpener and sharpen your pencil. Throw out the shavings after you have been dismissed. The electric pencil sharpener can only be used before and after class.

Responding to My Request For Attention

When you see my raised hand or hear a bell, Give Me Five!

1. Eyes on speaker
2. Quiet
3. Be still
4. Hands free (put things down)
5. Listen

Saying "Please" and "Thank You"

You will notice that when your teacher requests something of you, she will say "Please" and when you complete a request from your teacher, she will say "Thank You". You should also use these words with requests. They make the classroom climate more pleasant and they are common courtesies that you will want to carry over to other areas of your life.

These are the procedures which you need to follow to maximize your time and learning in Mr. Broderick's room. We will practice these during the first few classes until they become a part of your routine.

If you have any questions about these, please see me.