

ROUTINES & PROCEDURES

to teach the first week of school

MORNING & AFTERNOON

- How to enter the classroom
- What to do when they enter the classroom
- What to do when the bell rings
- What to do during dismissal
- How to pack up and get ready for home
- Dismissal and bus time

SIGNALS AND ATTENTION GETTERS

- How to get their attention
- Responding to my request for attention
- What to do when they have a question
- Indicating that they understand
- What to do if they need something (bathroom, nurse, tissue, pencil, supplies, a drink)

OUTSIDE OF THE CLASSROOM

- How to work in the hallway
- How to walk in the hallway
- How to act in the cafeteria
- How to act on the playground
- How to leave the classroom appropriately

ONCE IN A WHILE

- What to do when the phone rings
 - What to do when an adult enters the classroom
 - What to do when they hear an emergency signal
 - Where to find assignments if they've been absent
 - What to do if tardy
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WORK RELATED MATTERS

- Working in small groups
- Working independently
- Working in partners
- Where to find assignments
- How assignments are to be done (assignment expectation)
- Where should the assignment be placed when completed
- What to do when they complete the assignment early
- Noise levels for different activities

EVERYDAY OCCURRENCES

- Handing out supplies
- How to properly use the supplies
- Collecting/putting supplies away
- Using technology
- How to use the classroom library
- How to perform classroom jobs
- How to be prepared for class
- How to transition
- How to seat on the carpet/gathering area
- How to sit at a desk
- Listening position
- Food in the classroom
- Listening to and responding to questions

ORGANIZATION

- How to organize desks
- How to organize cubbies
- How to turn in homework
- How to record the homework
- How to organize notebooks/folders