Back to School Procedure List

- Entering and Exiting the Classroom -
  * Bathroom/Drink/Handwashing
  * Nurse/Office
  * Beginning of Day/Dismissal
  * Specials (Gym, Music, Art)
  * When Late/Checking out Early
  * Recess/Cafeteria
  * Emergency Drills

- In the Classroom -
  * Birthday Treats
  * Eating/Drinking/Gum/Snack
  * Getting Things out of Desk/Cubby/Locker
  * Bringing Toys/Personal Things to School
  * Packing and Unpacking Bag/Things
  * Organizing Materials
  * Off Limits Areas

- Movement -
  * Pencil Sharpening
  * Turning in Papers/Headings
  * Transitions
  * Hallway
  * Collecting Papers/Handing Out Papers
  * Lining Up
  * Getting Materials
  * Classroom Library Use

- Management -
  * Noise Level/ Quiet Signal/ Attention Signal
  * Independent Work/Partner Work/Group Work
  * Student Numbers/Logins
  * Technology Use
  * Tattling vs Reporting
  * Guest Visitors/Substitutes
  * Attendance/Lunch Choice/Turn in Notes or Forms
  * Library Book Return
  * Friday Folders/Notes Home/Agenda
  * When Teacher is Busy with a Student or Adult
  * Responding to Teacher Questions
  * Absent Work
  * Intercom or Phone Interruptions

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