Classroom Procedures Room 38 (input from/created by students and teacher)

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| EHN | Procedure | This is what it looks like following the 3 B’s |
| Attention Signal | -Teacher voice  -“Eyes… On me”  -“Clear off your desk” | -eyes on teacher  -not fiddling with stuff  -helping others as needed |
| Entering/Exiting | -direct to desk  -straight line  -pull out materials asked for or start working on what was assigned | -quiet  -sitting/working at desk after entering  -Eagle walking  -Pay attention to where you are going |
| Personal Belongings | -items in desk if needed for the day  -backpacks emptied and hung on back hook w/ coats etc | -kids unpacking  -focused  -quiet “hellos” to friends |
| Obtaining Materials | -handed out by teacher/student  -told in directions from teacher how to obtain | -focused/quiet walking  -using materials as directed  -let teacher know if more are needed |
| Routine for starting the day | -unpack backpack  -put backpack/coat etc away  -hand in any homework  -start Morning Work | -kids unpacking  -hanging backpack/coats etc  -working on assignment  -homework handed in by 9:20 to be on time |
| Gain Assistance | -raise hand or get in line quietly  -ask a neighbor for help (NOT during a test)  -if available, go to where small group help is located (ie: back table) | -raised hands  -quiet voices directed towards a neighbor |
| Group Work | -everyone participates  -teacher assigns groups  -sit so everyone can see each other  -one person talks at a time | -quiet voices so just group members can hear  -looking at group members/ focused on group  -be helpful |
| Independent Work | -at own desk  -follow the directions given | -at own desk  -ignore distractions |
| Bathroom | -2 lines  -4 girls at a time/ 3 boys at a time  -return to room when finished and continue working | -quiet  -quick  -return to room and continue working |
| Pencils/Sharpening | -start of the day have 2 pencils ready  -during work time NOT during instruction /discussion  -NOT during a test | -students waiting patiently  -sharpening pencils  -quiet  -focused on task |
| Phone/ Other Interruptions | -teacher answers  --if requested by teacher, a student may answer by saying “Room 38, Student speaking” | -continue working quietly |
| Snack | -you touch it you take it  -don’t take what you don’t want  -no complaining  - one person at a time  -stay in desk | -no voices  -paying attention to teacher while eating  -participating  -stay clean/clean after one’s self  -someone bringing around the garbage can |
| Tests | -stay in desk  -in test positions  -raise hand for problems/question. Teacher will come to student | -eyes on own work  -hand raised if needed |