

A blurred photograph of a classroom. In the foreground, several children are seated at desks, viewed from behind. In the background, a teacher stands near a chalkboard, smiling. The overall scene is bright and focused on the text overlay.

Classroom Management Procedures



Arrival:

1. Greeting with teachers
2. Turn in homework and other Papers
3. Organize and prepare for the day (sharpen pencils, hang up backpacks, putting lunches in a bin, unpacking backpacks, unstacking chairs)
4. Morning work



Tardy

1. Sign the tardy sheet.
2. Drop in your tardy note on my desk.
3. Move to your seat without disruption.



Absence

1. Check the class website for any updates, notifications of tests or quizzes, etc.
2. Upon your return to school, retrieve your folder from the absent bin.
3. Check with "absence buddy" to see what you missed.
4. All work should be turned into the homework tray in your absence folder.

Return Homework

1. Turn in homework and other papers to your bin upon arrival.

Homework is Not Done

1. Fill out "homework is not done" card.
2. Name, date, when do you think you can finish.
3. Sign and turn to my table.





Getting the Class' Attention

I will silently raise my both hands in the air.

You will

- 1.Immediately stop what you are doing.
- 2.Look at the teacher.
- 3.Listen for instruction.

Getting the Class' Attention



I will say "Clap once if you hear me, clap twice if you hear me,"

You will

- 1.Immediately stop what you are doing.
- 2.Look at the teacher.
- 3.Do what I am saying.

Visitor in the Room

1. If you are in groups or working individually, continue working on the project at hand.

2. If I am lecturing, pull out your choice novel and begin reading.





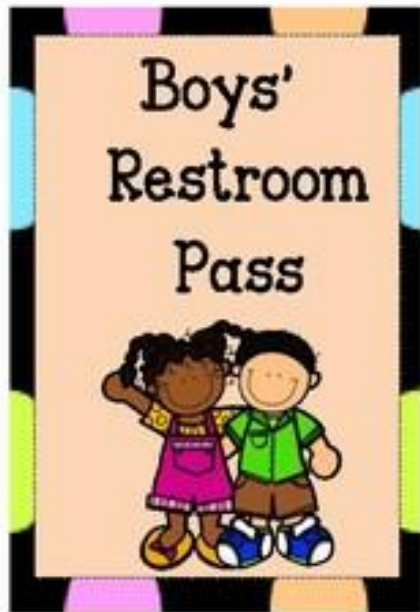
Getting Teacher's attention

One finger - I need to go to restroom.

Two finger - I have something to say.

Three finger- I need napkin.

Four finger- I need to sharpen my pencil.



Restroom

1. Give me one finger
2. Wait for my YES/NO signal.
3. Sign restroom sheet. (time in and time out)
4. Take one restroom pass.

Lining up/ Hallway

1. Line up by your number.
2. Hand and feet to yourself.
3. Space between.
4. Mouth silent.
5. Eyes forward



Group Work

1. Work with your partner.

2. Ask your group partner if you have questions.

3.. If no one in the group can answer a question, put your group number on the board.



TACKLE



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Transition

1. "Attention signal" Everyone eyes on me.
2. In a moment, we're going to _____.
3. When I say go, you are going to _____.
4. Go!



What to Do When I'm Done

1. Work on unfinished assignments.
2. Read your reading level book.
3. Review vocabulary words from word wall.



Dismissal

1. Pack homework folder, necessary books for homework, and clean the area.
2. Return seats to correct position.
3. Line up.



Home and School Connection

1. Weekly newsletter.
2. Classroom Twitter, Website, and SeeSaw.
3. Home parent.
4. Homework help hotline.
5. Parent volunteer.



Bullying Pledge

I make a **COMMITMENT** to take a stand against bullying.

I will treat others with **RESPECT** and **KINDNESS**.

I will have the **COMPASSION** to not be a bully.

I will have the **COURAGE** to not be a bystander.

It is my **RESPONSIBILITY** to help others being bullied and to report bullying.