



Welcome  
**BACK TO SCHOOL!**

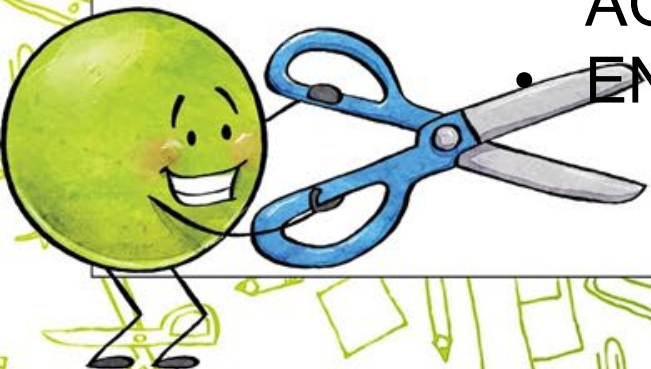


# WHY DO WE NEED

# Routines?

THEY HELP STUDENTS FEEL MORE COMFORTABLE AND CONFIDENT IN THE CLASSROOM, AND CAN ALSO SUPPORT THE LEARNING PROCESS:

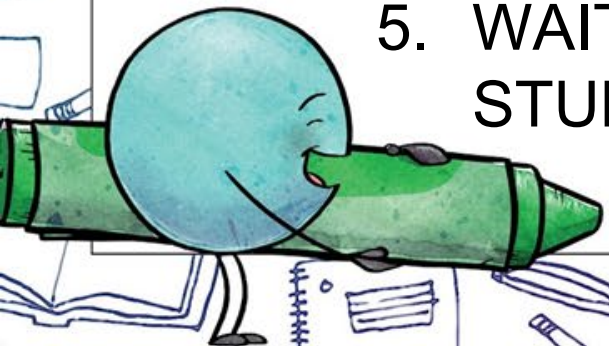
- PROVIDE STRUCTURE
- CREATE PREDICTABILITY
- SUPPORT TRANSITIONS
- PROMOTE AGENCY
- TEACHERS CAN USE ROUTINES TO PROMOTE STUDENT AGENCY.
- ENCOURAGE IDENTITY DEVELOPMENT





# ENTERING OUR Classroom

1. COME INTO ROOM AND PUT YOUR BACKPACK AND OTHER STUFF IN YOUR "LOCKER".
2. SELECT YOUR LUNCH CHOICE BY PUTTING YOUR NAME IN THE HOME OR SCHOOL SECTION FOR LUNCH
3. TAKE YOUR CHAIR DOWN AND WIPE OFF YOUR DESK WITH SANITARY WIPE
4. GET YOUR CHROMEBOOK AND ADD YOUR DEPOSITS FROM DAY BEFORE ON CLASSEQUITY
5. WAIT FOR STAFF TO CALL YOU TO GO PICK UP OTHER STUDENTS.



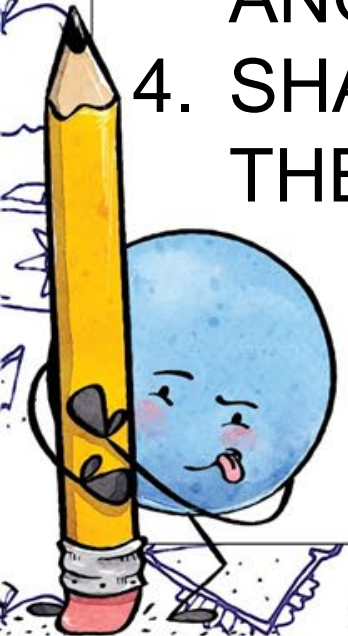
# EXITING OUR Classroom

1. COLLECT YOUR BACKPACK AND OTHER PERSONAL ITEMS
2. PUT YOUR CHAIR UP ON TOP OF YOUR DESK
3. LINE UP IN FRONT OF DOOR
4. WAIT FOR STAFF TO LEAD YOU OUT
5. GO TO FRONT OF SCHOOL TO DROP OFF STUDENTS BEING PICKED UP
6. GO TO BACK OF SCHOOL FOR BUSES.



# PENCIL Sharpening

1. PICK UP YOUR PENCIL FROM TEACHER'S DESK
2. ASK IF YOU MAY BORROW PENCIL
3. IF YOU NEED A SHARPER PENCIL, EXCHANGE IT FOR ANOTHER ONE FROM THE CAN
4. SHARPENING PENCILS IS DONE BY CLERK AT THE END OF THE DAY.





# TURNING IN

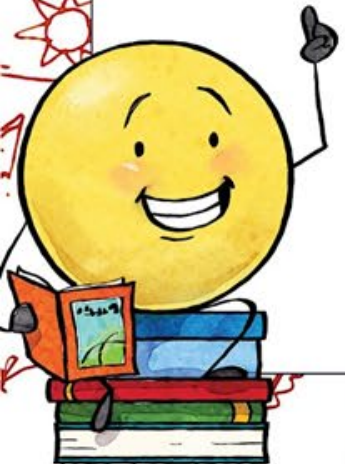
# Classwork

1. WHEN YOU PICK UP WORK, TAKE THE ONE IN FRONT OF YOUR NAME
2. PUT COMPLETED WORK IN POCKET WITH YOUR NAME ON IT
3. FOR INCOMPLETE WORK/NOT FINISHED- PUT IT IN TRAY ON SHELF ABOVE YOUR NAME



# TURNING IN Homework

PUT HOMEWORK IN TRAY ON TEACHER  
DESK MARKED "HOMEWORK"



# TAKING CARE OF OUR Classroom

1. PICK UP TRASH
2. PUSH IN CHAIRS
3. WIPE UP ANYTHING THAT MAY HAVE SPILLED
4. PUT CHAIR ON TOP OF DESK AT END OF DAY
5. CLEAN UP DESK AFTER LUNCH

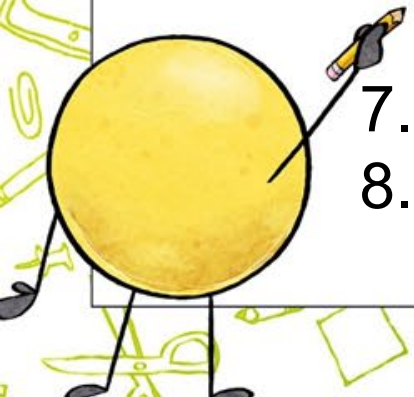




# BATHROOM

## Procedure

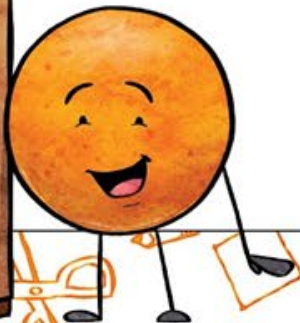
1. WE HAVE OUR OWN BATHROOM.
2. ONLY ONE PERSON AT A TIME IN BATHROOM
3. PUT THE TOILET SEAT DOWN
4. MAKE SURE THE SEAT IS CLEAN WHEN YOU ARE DONE
5. MAKE SURE YOU WASH YOUR HANDS BEFORE YOU COME OUT
6. MAKE SURE YOUR PANTS ARE ZIPPED UP BEFORE YOU COME OUT
7. ALWAYS KNOCK ON THE DOOR BEFORE ENTERING
8. ALWAYS LOCK THE DOOR WHEN YOU GO INTO BATHROOM



# DRINK/WATER

## Procedure

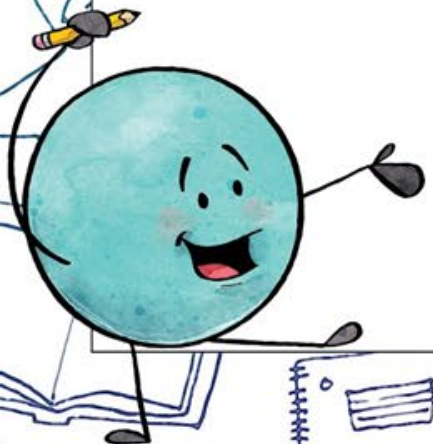
1. YOU MAY BRING A WATER BOTTLE TO CLASS AS LONG AS IT IS NOT A DISTRACTON
2. IF YOU NEED TO FILL OR REFILL WATER BOTTLE YOU MUST DO IT ON BREAK
3. YOU MUST NOTIFY STAFF MEMBER THAT YOU WOULD LIKE TO FILL WATER BOTTLE
4. GO WITH STAFF TO FILL WATER BOTTLE



# LINING UP

## Procedure

1. WHEN LEAVING THE CLASSROOM GET UP FROM YOUR DESK
2. PUSH YOUR CHAIR IN
3. STAND BEHIND PERSON ALREADY AT THE DOOR
4. KEEP HANDS TO SELF
5. LISTEN FOR DIRECTIONS





# HALLWAY

## Expectations

WHEN WE ARE IN THE HALLWAY, WE  
WILL WALK QUIETLY AND NOT DISTRUB  
OTHER CLASSES.



# ATTENDANCE/TARDY Procedure

1. YOU ARE EXPECTED TO BE AT SCHOOL EVERYDAY.
2. YOU ARE EXPECTED TO BE ON TIME FOR SCHOOL EVERYDAY
3. IF YOU ARE LATE YOU WILL NEED TO GO TO THE OFFICE AND WAIT UNTIL SOMEONE PICKS YOU UP
4. THE CLASS MAY ALREADY BE OFF CAMPUS IF YOU ARE LATE
5. YOU WILL NEED TO DO WORK IN THE OFFICE OR ANOTHER CLASSROOM UNTIL CLASS RETURNS



# LUNCH ORDER

Sign up

WHEN YOU ARRIVE IN THE CLASSROOM, MOVE YOUR NAME TO  
“HOME” OR “SCHOOL” TO INDICATE IF YOU BROUGHT YOUR  
LUNCH OR YOU WANT TO EAT A SCHOOL LUNCH

THE CLASS SELECTS MENU FOR THE MONTH  
THE “FOOD HANDLERS” PICK UP LUNCHES AND WILL LAY IT  
OUT  
WHEN YOU ARE DISMISSED FOR LUNCH, YOU CAN SELECT  
WHICH ITEMS YOU WANT

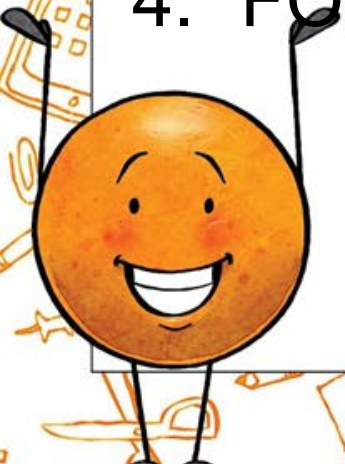




# FIRE DRILL

## Procedures

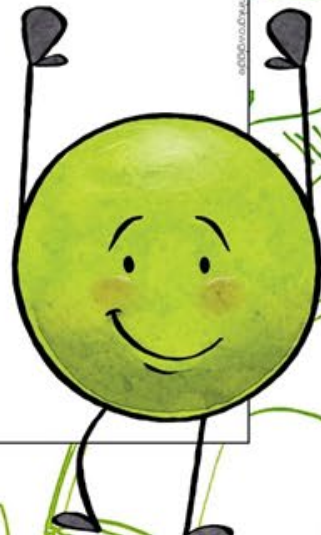
1. IF THE ALARM BELL SOUNDS, FOLLOW THE DIRECTION OF THE TEACHER
2. IF WE ARE LEAVING THE CLASS, THEN WALK QUICKLY AND QUIETLY TO DESIGNATED AREA.
3. STAY WITH THE CLASS
4. FOLLOW ANY GIVEN DIRECTIONS



# LOCKER/CUBBY

## Organization

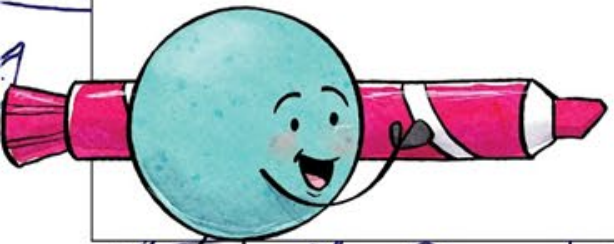
1. EACH STUDENT HAS A LOCKER.
2. BACKPACKS, JACKETS AND HATS ARE TO BE PLACED IN LOCKER WHEN YOU COME INTO THE CLASSROOM
3. YOU CAN GET ITEMS OUT OF LOCKER DURING THE BREAK TIMES
4. IF YOU BRING ANYTHING ELSE FROM HOME THAT YOU DON'T NEED TO DO YOUR WORK, PUT IT IN LOCKER



# SUPPLY

## Organization

1. DRAWER ARE LABELED WITH THE CONTENTS.
2. IF YOU NEED SOMETHING FOR YOUR WORK, GO TO DRAWER THAT HAS IT AND GET 1 FOR YOURSELF UNLESS ASKED TO BRING MORE FOR GROUP
3. MAKE SURE YOU CLOSE THE DRAWER WHEN YOU HAVE YOUR ITEM
4. WAIT FOR OTHERS TO GET THIER SUPPLIES IF NEEDED





# WHAT TO DO WHEN...

*My teacher is talking to an adult*

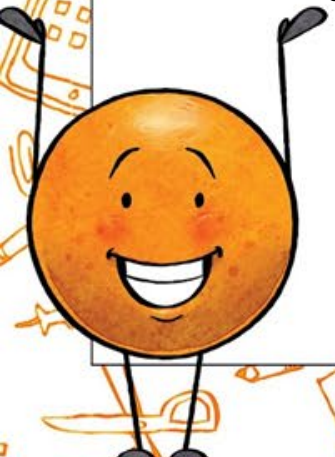
1. IF YOU NEED HELP OR HAVE A QUESTION, RAISE YOUR HAND
2. FOCUS ON YOUR OWN WORK



# **GUEST TEACHER** *Expectations*

WHEN MS. TANA IS OUT AND WE HAVE A GUEST TEACHER:

- FOLLOW THE DIRECTION OF THE OTHER STAFF
- BE COURTEOUS
- FOCUS ON YOUR WORK
- HELP THE GUEST TEACHER WHEN ASKED



# WHAT TO DO WHEN...

*I finish my work*

1. WHEN YOU ARE DONE WITH YOUR WORK, TAKE IT TO A STAFF MEMBER TO BE GRADED.
2. MAKE ANY CORRECTIONS NEEDED
3. PUT COMPLETED WORK IN YOUR POCKET
4. FIND SOMETHING ELSE PRODUCTIVE TO DO UNTIL IT IS TIME TO MOVE ON:
  - WORK ON ANY OTHER INCOMPLETE WORK
  - SELECT A BOOK
  - DRAW A PICTURE/COLOR
  - WORK ON HANDWRITING





# WHEN OUR CLASS HAS *A visitor*

1. IF THERE IS A KNOCK AT THE DOOR, THE PERSON WHOSE JOB IT IS TO ANSWER IT WILL OPEN THE DOOR.
2. ASK IF YOU CAN HELP THEM.
3. DIRECT THEM TO THE TEACHER OR ANOTHER STAFF IF MS. TANA IS NOT IN ROOM.
4. GO BACK TO YOUR WORK.
5. FOCUS ON YOUR OWN WORK
6. IF YOU ARE NEEDED, A STAFF MEMBER WILL CALL YOU OR GIVE DIRECTION





# CLASSROOM

## Rules

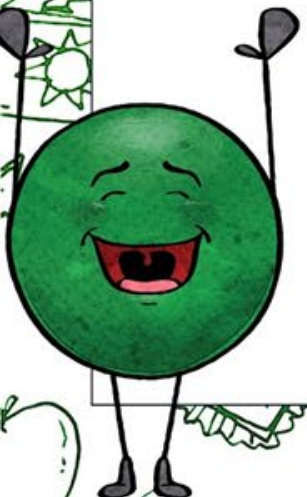
1. TREAT EACH OTHER WITH RESPECT.
2. FOCUS ON YOUR OWN WORK
3. PARTICIPATE IN PROGRAM
4. ATTEND CLASS REGULARLY
5. DO YOUR ASSIGNED CLASSROOM JOB
6. PARTICIPATE IN WORK EXPERIENCE WHEN WE GO TO OUR COMMUNITY JOBS



# CLASSROOM

## Rewards

FRIDAY'S WE WILL HAVE THE "CLASSROOM STORE"  
AVAILABLE FOR PURCHASING REWARDS AT THE  
END OF THE DAY BASED ON YOUR EARNED POINTS  
FOR THE WEEK





# QUALITY WORK

## Expectations

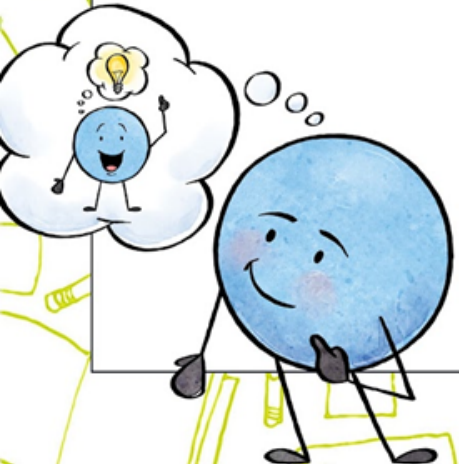
1. REVIEW YOUR WORK BEFORE YOU TURN IT IN
2. MAKE ANY CORRECTIONS
3. WRITING NEEDS TO BE LEGIBLE



# HOW TO HANDLE Questions

IF YOU HAVE A QUESTION ABOUT WORK:  
RAISE YOUR HAND  
WAIT FOR STAFF TO COME TO YOU

IF YOU HAVE A QUESTION ABOUT SOMETHING ELSE  
GO UP TO STAFF AND SAY “EXCUSE ME”  
WAIT FOR THEM TO RESPOND  
ASK YOUR QUESTION



# CLASSROOM Jobs

- FOOD HANDLERS
- CLERK
- DOOR MONITORS
- ENVIRONMENTALIST
- TECHICIAN
- HOUSE KEEPING
- WEATHER REPORT
- SUBSTITUTE





# OUR DAILY

# Schedule

8:30	ARRIVAL & MORNING MEETING
9:00	OUTING
11:00	BREAK (IF ON CAMPUS)
12:30	LUNCH
1:00	OUTING OR WALKING
1:30	SPEECH
2:45	CLEAN UP ROOM
3:10	DEPARTURE



# COMMUNITY BASED INSTRUCTION

## Expectations

1. GET ALL YOUR MATERIALS NEEDED FOR OUTING
2. STAY WITH GROUP
3. FOLLOW DIRECTIONS OF GROUP LEADER
4. PAY ATTENTION TO ENVIRONMENT
5. INTERACT ONLY WITH PEOPLE WE KNOW
6. COMPLETE YOUR WORK

# WORK EXPERIENCE

## Expectations

1. PAY ATTENTION TO THE STAFF MEMBER LEADING YOUR GROUP
2. FOCUS ON YOUR WORK
3. FOLLOW ALL DIRECTIONS GIVEN TO YOU THE FIRST TIME YOU HEAR THEM
4. STAY WITH GROUP
5. COLLECT ALL BELONGINGS WHEN WE ARE LEAVING
6. REMAIN CALM AND SPEAK IN A LOW VOICE



**LET'S HAVE A**  
*Great Year!*



