**Classroom Procedures**

**Name**

Entering the classroom

Bellwork

Attendance

Tardy

Dismissal

Quiet work time

Attention getting signal

Calling on students

Asking for help

Make up work

Turning in papers

Returning papers

Leaving your seat

Leaving the room

Time when work is complete

Red alert drill

Fire drill

Tornado drill

School announcements

Visitors in the classroom

Watching videos

Lunch (if applicable)

Grading, tests, extra credit
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- **Entering the classroom**: handouts, seated, bellwork
- **Bellwork**: objective in planner, posted on board
- **Attendance**: teacher will take attendance quietly
- **Tardy**: must have pass, go to tardy table
- **Dismissal**: clean up, seated, teacher

**Quiet work time**: What should it look like?
- **Attention getting signal**: "listen up, let's get started" or "the hand"
- **Calling on students**: raise hand or random calling
- **Asking for help**: raise hand, ask teacher
- **Make up work**: teacher will tell you

**Turning in papers**: across rows or table under the clock
- **Returning papers**: usually during bellwork
- **Leaving your seat**: only when needed (no wandering)
- **Leaving the room**: must have planner - don't abuse
- **Time when work is complete**: What will you do?

- **Red alert drill**: teacher locks doors, move toward corner of room
- **Fire drill**: south commons doors, across street, stay together
- **Tornado drill**: stay in room, prepare to take cover
- **School announcements**: listen
- **Visitors in the classroom**: look good, keep working

- **Watching videos**: no talking, texting, or sleeping
- **Lunch (if applicable)**: 1st lunch
- **Grading, tests, extra credit**: teacher will help as needed