CHECKLIST FOR CLASSROOM PROCEDURES
Salmon Lutz

SEATING ARRANGEMENT
- Assigned Seating: Make sure that you do not change your seat nor move to a new seat unless directed to do so by the teacher

BEHAVIOR FOR ENTERING CLASS
- Enter class respectfully
- Your voice should be calm and intended for people next to you
- Make sure you have your Science notebook out and on your desk with a pencil, ready to begin working
- You may talk at your seat when you have all of your material out
- Once class has started you will need to begin with the opening activity, there should be no talking during the opening activity

CLASS EXIT ROUTINE
- Your closing activity should be completed
- Make sure your work area is clean, books are stacked in the middle of the table, and all material is put away
- Leave When Dismissed by Teacher
- As you are leaving you can place your science notebook on the classroom shelf as you walk by it

FORMAT FOR HEADING PAPERS
- Most of our work will be done in your science notebook. You will be instructed on how to maintain your notebook

PROCEDURE FOR SHOWING WORK
- Write your answers in complete sentences unless instructed otherwise

PROCEDURE FOR TURNING IN WORK
- All assignments will be placed in the correct bin. Each class has its own bin labeled by period. The bins are in the back corner of the class

PROCEDURE FOR ABSENT WORK
- All work can be found in the “Staff” section of the Yelm Middle School website
- All work is also kept in the grade level filing box in the back of the class
- You can find daily outlines of each class in the grade level notebook in the back of the class
- You are responsible for finding the missing work and completing the assignments on time

PROCEDURE FOR LEAVING CLASS
- Your planner must be filled out and signed by the teacher
- Before leaving the room you must sign out/in on the form that is next to the door

SHARPENING PENCILS
- Sharpen your pencils during passing,
- In an emergency you should wait until the appropriate time

PROCEDURE FOR VISITORS
- Silent Acknowledgment
- Polite Greeting
- Continue to work on assignments unless instructed otherwise

MATERIALS NEEDED FOR CLASS
- Science Notebook
- Pencil
CHECKLIST FOR CLASSROOM PROCEDURES
Salmon Lutz

PROCEDURES IF NO MATERIALS
- Paper is found in the back of the classroom
- Pencils are found in the front of the class
- Be responsible for what you need

GUM/FOOD/WATER
- No food or gum in class
- Water is ok if your hands are clean and you are drinking out of a container

DISPOSAL OF TRASH/RECYCLING
- Place Not Throw
- Recycle paper and plastic bottles in the recycle bin

INDEPENDENT WORK/TEST TAKING
- Work Without Interrupting Others
- Raise your hand for help

GROUP WORK
- Use 6-inch Voice
- Include All Group Members
- Know your group roles and act on them appropriately

ASKING QUESTIONS/FOR HELP
(If unsure about asking in front of peers)
- Look for proper response cue
- Stop me at the end of class

ASKING QUESTIONS
- Raise your hand and wait until called upon

RESPONDING TO QUESTIONS
- Raise Hand to Be Acknowledged
- Provide your answer in complete sentences
- When a question is asked with the teachers arms open, all students should answer

WHEN TO TALK
- You will need to talk during group work
- You may talk during individual activities if you and others around you are working

NOTEBOOK SETUP
- Notebook needs to be filled out every day
- Make sure your notebook is filled out appropriately and completely

EFFORT SEAL
- You need to have a “B” or better in the class
- All of your assignments must be completed and turned in

EXCELLENCY SEAL
- You need to have an A in the class
- All of your assignments must be completed and turned in

EMERGENCY PROCEDURES
- Students will head directly to their homeroom spot out on the field inside the track.