



6-8
PROCEDURES
Room/Area Use



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STUDENT DESKS, TABLES, STORAGE AREAS

Student Desks, Tables, Storage Areas:

- When entering the classroom, students need to sit in their assigned seat and put their belongings in/on their assigned desk.
- Before switching seats, raise your hand to ask for permission and take belongings with you.
- Before leaving class, students are responsible for cleaning their area. They will use a sani-wipe from the sani-wipes bucket in front of the class by the door. As students are dismissed by the teacher, they will throw the used wipes away.
- At the end of class, take all of your belongings with you.
- When at their locker, keep your belongings organized and clean. Students are responsible for:
 - Taking any food home at the end of the day
 - Cleaning out food crumbs
 - Organizing papers in their binders
 - Hanging their coats and backpacks
 - Throw away any trash
 - Full locker cleanout before every long break



TEACHER'S DESK/STORAGE

Teacher's Desk, Storage:

- Raise your hand to ask permission before approaching the teacher's desk and/or going behind it.
- Raise your hand to ask permission before touching or borrowing teacher supplies.
- Sanitize and return any borrowed materials before you leave class.
- Raise your hand to ask permission before entering/opening any teacher storage space.





6-8
PROCEDURES
Small Group
Activities



6-8
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DRINKING FOUNTAIN, SINK, BATHROOM, PENCIL SHARPENER



Drinking Fountain, Sink, Bathroom, Pencil Sharpener:

- Transitions are the appropriate time set aside for students to use the restroom, get a drink from the fountain, and get any supplies needed for the next class block.
- During transitions, students will take their bathroom pass to use the restroom and get a drink of water from the fountain (if needed). Then, return it to the appropriate classroom location.
- As students are entering the classroom, they will sharpen pencils before or after instruction in the designated student materials area. 6th graders must ask permission.
- In case of an emergency, raise your hand and ask permission to use the restroom during class. Students will walk calmly, with purpose, get their pass and take it with them. They will bring it back when they return.
- Only ONE student may leave the room at a time.



GOING TO AND FROM GROUP



Student movement into and out of group:

- When instructed by the teacher, move quickly and safely into your group within the given time. Rearrange seats if instructed to.
- If moving to a new location, take your belongings with you.
- When small group time has ended, return seats to appropriate locations and return any materials as instructed to do so.
- Return back to your seat directly after returning materials and/or seats.

Bringing materials to group:

- Raise your hand to ask permission to borrow any materials that you may not have.
- Only get out materials when instructed to do so by your teacher.
- Sanitize your materials with a sani-wipe and return them when instructed to do so. Then discard the used wipe and return to your seat.





6-8
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6-8
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EXPECTED STUDENT BEHAVIOR IN GROUP

Expected behavior of students in group:

- Use a positive tone and language.
- Encourage everyone to participate
- One person talks at a time
- Everyone should actively listen to the speaker.
- Use a calm (low level) tone of voice.



EXPECTED STUDENT BEHAVIOR OUT OF GROUP

Expected behavior of students out of group:

- Use a calm (low level) tone of voice.
- Stay in your seat.
- Stay on task and use time wisely.
- Be patient when in need of help.
- Quietly ask a neighbor for help if needed.





6-8
PROCEDURES
Whole Group
Activities



NEW BRANCHES
CHARTER ACADEMY



6-8
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Whole Group
Activities



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PRESENTATIONS AND PARTICIPATION

Students participation:

- Raise your hand before contributing.
- Keep conversation/discussion on topic.
- Actively listen to and track the speaker.
- Use a positive tone and language.
- Use a calm (low level) tone of voice.

Student attention during presentations:

- Face your body in the direction of the presentation.
- Stay quiet and attentive during presentations.
- Stay seated while someone is presenting.
- Complete any additional tasks assigned during the presentation



PASSING OUT SUPPLIES AND ASSIGNMENTS

Passing out/collecting papers, books, supplies:

- Raise your hand if interested in helping to pass out/collect any materials.
- Stay in assigned seat while materials/papers are being passed out.

Handing back assignments:

- Clear out your mailbox when instructed to do so.





6-8
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6-8
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COMPLETING ASSIGNMENTS

Completing assignments:

- Put your name on your paper
- Read all of the instructions.
- Raise your hand and ask for help when needed.
- When completed, place the assignment in the designated "turn in" area.



ASKING QUESTIONS

Asking questions:

- Raise your hand quietly and calmly to ask a question.
- Phrase your question in a respectful manner.
- Be patient when waiting to be called on.





6-8
PROCEDURES
Seat Work



6-8
PROCEDURES
Seat Work



TALK AMONG STUDENTS

Talk among students:

- Only collaborate with a neighbor if instructed to do so.
- Keep your conversation focused on the topic at hand.
- Use a calm and positive tone of voice.



OBTAINING HELP

Obtaining help:

- Make an attempt at completing the given problem before asking for help.
- Be patient while waiting for someone to assist you.
- Stay in your seat and raise your hand when you need assistance.





6-8
PROCEDURES
Seat Work



6-8
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Seat Work



OUT OF SEAT POLICY

Out-of-seat policy:

- Raise your hand if you need/want to leave your seat.
- Move with a purpose.



AFTER WORK IS COMPLETED

Activities after work is completed:

- Stay in your seat and quietly complete one of the acceptable activities:
 - Complete any missing work from previous days.
 - Draw
 - Read
 - Earned computer time (if previously arranged with your teacher)
 - Unconscious meditation





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PROCEDURES
Other Routines



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PROCEDURES
Seat Work



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TURNING IN WORK

Turning in work:

- Make sure your name is on your paper.
- Turn in your assignment to the designated area.
- Only handle your own work.



BEGINNING OF DAY

Beginning of day/class:

- Bring all appropriate belongings with you to class.
- Enter the room in a calm manner
- Go to your assigned seat and put your belongings in your space.
- Only handle your OWN belongings
- Begin any given work that you are instructed to complete at the start of class.





6-8
PROCEDURES
Other Routines



6-8
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Other Routines



END OF DAY

End of day/end of class:

- Only leave your seat when dismissed.
- Clean and sanitize your desk.
- Take all your belongings with you.
- If instructed to do so, line up at the door in your given order.



WHEN ABSENT

When absent:

- When returning to school, first go to the makeup work area to collect any missing assignments.
- If you have questions for the teacher, ask before or after class.
- Get notes from a neighbor or the teacher before or after class.





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Other Routines



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TRANSITIONS

Transitions:

- Use a calm (low level) voice.
- Walk calmly in the hallway.
- Food can be stored in lockers but can only be consumed during the lunch and breakfast time in the classroom.
- Get your materials from your locker for your next class.
- Use the restroom (with a pass) if there are less than 3 people in there.
- Fill up your water bottle if needed.
- Immediately go to class to socialize in your seats if there is time remaining.
- Arrive back to class on time.



SUBSTITUTES

Substitutes:

- Be the best version of yourself when there is a guest in the building/classroom.
- Be helpful and kind.
- Try to earn Super Sub Bucks.





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Other Routines



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OFFICE REFERRALS

Office Referrals:

- Take a pass with you when going to the office.
- Give your pass to the supervising adult when arriving to the office.
- Bring a pass back with you when you return to class.
- Move with purpose.
- Walk calmly and quietly to respect other learning.



STUDENT CONDUCT DURING DELAYS AND INTERRUPTIONS



Student conduct during delays, interruptions:

- Continue to do what you were instructed to do before the interruption or delay.
- Be patient and follow directions given by your teacher.





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PROCEDURES
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PROCEDURES
Other Routines



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LEAVING/RETURNING TO ROOM

Leaving/returning to room:

- Raise your hand for permission to leave the room.
- When reentering the room, come in quietly and go to your assigned seat.
- Raise your hand if additional instructions are needed upon returning to the classroom.
- If needed, take any necessary materials with you.



PREPARING, EATING, AND CLEANING FOR LUNCH

Preparing, eating, and cleaning up for lunch

- All students should have cleaned their hands by either getting hand sanitizer from their teacher, or getting it themselves or washing their hands in the bathroom (depending on the class).
- One at a time, students that ordered a lunch should take a lunch and milk and return to their desk.
- Students that did not order lunch should enter the room quietly and calmly and have a seat at their desk.
- While students are eating, they should remain seated but can talk quietly with their neighbors.
- When students are dismissed by the teacher, they should gather their trash and throw any uneaten food, and their trays in the tall black trash bin.
- Students that have left over milk should dump it out in the sink and then discard the carton in the tall black trash can.
- After all items have been taken care of, students should get a sani-wipe and wipe down their area. Then the sani-wipe should be discarded in the trash can.





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6-8
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DISPOSING OF TRASH

How to properly throw away trash and place it in the correct bin.

- If it is instructional time, raise your hand and ask permission to throw something away.
- If it is transitional time, discard any non-plastic, non-paper items in the short gray trash can.
- If a student is discarding a paper or paperboard item, it should be placed in the blue recycling bin.
- If a student is discarding a hard plastic item, it should be placed in the green recycling bin.



LUNCH COUNT/ATTENDANCE PROCEDURES



Lunch count/attendance procedures

- Students should sit in their assigned seats when the bell rings so that the teacher can take attendance.
- When directed students should follow the classroom procedure for tracking the lunch count.





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SURRENDERING AND REPORTING AN ITEM LOST

Turning in lost items and reporting lost items

- If a student finds a lost item, they should give it to their homeroom teacher and indicate where they found it.



HELPING OTHER STUDENTS

Helping other students

- If a student wants to help another student, they should ask them politely if they want help.
- If a student wants help, they should politely ask the teacher by raising their hand or ask a classmate if the teacher has indicated that students are allowed to work together.





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6-8
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CLEANING PROCEDURES

Cleaning procedures

- Students should get a sani-wipe from the bucket when the teacher has directed them to do so. 7th and 8th grade students are required to clean their area after each class due to switching rooms.
- Students should discard the sani-wipe into the trash can directly after use.



TISSUES AND SNEEZING/COUGHING SAFELY

Getting a tissue and how to sneeze and cough safely.

- Students should cover their mouth if they are sneezing or coughing by using their elbow-corner or a tissue.
- If a student needs a tissue, they may quietly get out of their seat without permission, walk calmly to the tissue box and use the tissue.
- Students should discard their tissue after use into the gray trash can and grab some hand sanitizer, then swiftly and quietly return to their seat.
- If a student sneezes into their mask and they feel like they need a new mask, students should raise their hand and ask.

