



K-2
PROCEDURES
Room/Area Use



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STUDENT DESK, TABLE, STORAGE AREA

Student Desks/Tables:

- Students are put into table groups. All students will have their own pencil box and book box for their belongings. Pencil boxes and book boxes will be kept clean and organized.
- A given time on Friday will be dedicated to cleaning these out for 20 minutes. Students will throw out trash, recycle old papers, take some papers home, and wipe as needed.
- Every morning, students put their folder in their mailbox and every afternoon they will take out the folder, pack it with papers and take it home. They will empty everything at home and return to school with a clean and empty folder.

Storage Areas:

- Students will ensure all materials being used are put back where they belong and are kept neat.
- Each morning student will put their home folder in its designated area every day. All students' classwork, notes, etc will be kept in this area.



LEARNING CENTERS, STATIONS

Learning Centers:

- Students will be taught how to take care of each learning center within the classroom. (set up, use it, pack up)
- Students should stay at their learning center until directed to transition by the teacher.
- Students should be focused on their given task/learning during this time.

Classroom Library:

- Students will calmly approach the classroom library and choose 1 book within a 5 minute time period.
- Student will take the book back to his/her seat and read quietly to self
- When student has finished reading book, student will put book in designated place as directed by teacher
- If instructed to do so, students will be allowed to sit in the library or in an alternative location.
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TEACHER'S DESK, STORAGE

Teacher's Desk:

- Student will only approach the teacher's desk when given permission (being told by the teacher)
- Students will show respect towards the items on the teacher's desk and ask permission to use any items the teacher might have that are on or in the desk.

Storage:

- Students will use their own supplies that are in their pencil boxes.
- If they need supplies, they will ask the teacher for assistance by quietly raising their hand and waiting to be called on.



DRINKING FOUNTAIN, SINK, BATHROOM, PENCIL SHARPENER

Pencil Sharpener:

- Teacher will sharpen pencils daily.
- If a pencil breaks, students must wait until independent work time to exchange their broken pencil for a new pencil.
- Broken pencil goes in the dull bin and they grab a sharpened one out of the sharp bin

Drinking Fountain:

- students must wait until the teacher is done instructing them to fill/refill their water bottle.
- Students will show finger signal (3)

Bathroom:

- Students will show finger signal (1/2/finger cross, depending on classroom) Teacher will give head nod- yes or no if it is okay to leave. Students must ask during noninstructional time.
- They will be released to the hallway with their hallway pass and follow the hallway procedures.
- The first week of school an anchor chart was made about how to use the bathroom.





K-2
PROCEDURES
Small Group
Activity



NEW BRANCHES
CHARTER ACADEMY



K-2
PROCEDURES
Small Group
Activity



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GOING TO AND FROM GROUP

Student movement into and out of group:

- Students will wait for the teacher to dismiss them in a quiet and timely manner.
- Students will walk quietly and calmly back to their seats.

Bringing materials to group:

- If the teacher is needing students to bring material to a group, they will follow the directions of what is needed to bring. Teacher can write this list on the board if needed.



BEHAVIOR IN AND OUT OF GROUP

Expected behavior of students in group:

- Students will quietly and calmly go to where their group is supposed to be.
- Students will begin their task right away making sure that their voices are kept low.
- Students will include everyone in their group and make sure they are following their teachers instructions if they are with the teacher.
- When grouped with the teacher, students will raise their hand if they are needing something or ready to participate.

Expected behavior of students out of group:

- Students will stay in their seat and work on designated work silently.
- Students will know that the teacher is off limits during guided reading unless of an emergency.
- Students will follow teacher instructions on what to do when they are unavailable.
- Students will continue to use hand signals for bathroom/water.
- Students will ask 3 friends for help before they ask the teacher for help.
- Students will sit in their chairs waiting patiently for help with a hand raised.





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PROCEDURES
Whole Class
Activity



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Whole Class
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PRESENTATIONS AND PARTICIPATION

Student attention during presentations:

- Teacher will review expectations for looking eyes, listening ears, and quiet body during instruction time.
- Students will “track” the speaker when listening.
- Teachers will give reminders when needed.

Students participation:

- Students will quietly raise their hand and wait to be called on to participate in classroom discussions.
- Up to two students will provide positive feedback to their peer when a teacher asks by using two compliments and a wish, phrased in a positive manner, to their classmates during whole group discussions, turn and talks, meetups, and other opportunities as they arise.

Asking questions:

- Students will wait patiently with their hand raised to ask questions, while using a mindful tone.
- Teachers will respond promptly in the same manner.



HANDING OUT SUPPLIES/ASSIGNMENTS

Passing out/collecting papers, books, supplies:

- Teacher will pass out papers, unless a student is given the job to do so- instructed by the teacher.
- Students will keep all workbooks in their book boxes.
- Students will keep all of their supplies in their personal supply box.

Handing back assignments:

- Teacher will pass back assignments in a timely manner to their mailbox or designated area for them to take home.





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PROCEDURES
Seat Work



K-2
PROCEDURES
Whole Class
Activity



ASSIGNMENTS AND MAKEUP WORK

Completing assignments:

- Students will do their very best on all of their assignments and not rush
- Students will complete and turn in all necessary assignments in the turn in basket.
- If directed, students will complete assignments at a later time if needed. They will keep it in the bookbox or seatsacks.

Make-up Work:

- Teacher will have a place for each day's work.
- The work that needs to be done will be given to the child to complete during morning work, when finished with other work, or work will be sent home.



WHILE WORKING ON ASSIGNMENTS

Talk among students:

- If students are directed to talk with classmates at any given time, students will keep their voice level at an indoor level, listen to their classmates, and participate with all chosen members.
- Students will respond in a positive manner and be a team player by supporting one another and helping each other.
- Students will be instructed by the teacher if they are supposed to be working independently (quietly/silent) or with a group and able to talk.

Obtaining help:

- "Ask three before they ask me."
- If they still have a question then students will quietly raise their hand and wait patiently and quietly for the teacher's assistance.

Out-of-seat policy:

- Students will stay seated until given direction by the teacher.
- Students will be raising their hand for attention and using bathroom/drink hand signals.
- Alternative seating may be arranged for students who may need it (teacher directed)





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Other Routines



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Seat Work



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AFTER ASSIGNMENT IS COMPLETE



Activities after work is completed:

- Students will check over their work to make sure it is complete.
- Students will then follow their to do list that is listed on the board (words or pictures- if needed)

Turning in work:

- Students will make sure their name is on their paper and will be dismissed by the teacher to turn in their work.
- Students will walk calmly to the turn-in bin and form a line.
- If students have work to turn in the next day, they will do this in the morning.



BEGINNING OF DAY

Beginning of day/class:

- Students will go to their coat hook and hang up their belongings while staying quiet in the hallway.
- Students will bring in their snack, water bottle, and home folder into the classroom and place their folder in their mailbox and their snack and water bottle at their seat.
- Students will come to their seats quietly and get started on breakfast.
- Students will stay seated until given permission to get out of their seats during breakfast.
- Students will work on morning work while eating their breakfast and wait for the morning meeting to begin.
- Once breakfast is over, the desks will be cleaned and breakfast will be disposed of in the food trash bin.
- Students will meet for morning meeting as directed by the teacher





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Other Routines



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WHEN ABSENT

When absent:

- Teacher will have a place in the classroom for each day's work.
- The work that needs to be done will be given to the child to complete during morning work, when finished with other work, or sent home.



TRANSITIONS

Transitions:

- Teacher will review the transition alert given to students when ready to move onto the next task (ex. Doorbell, timer, etc.).
- Students will stop the task at hand, listen and track the teacher for directions and begin quietly cleaning up their station.
- Students will do this in a timely manner.
- Students will wait for the next instructions.





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SUBSTITUTES

Substitutes:

- Teacher will be given a sub binder with all the proper routines and procedures.
- Students will follow all of the normal original rules and regulations.



OFFICE/BEHAVIOR REFFERALS

Main Office:

- Teacher will let the student know he/she is needed in the office.
- Student will be given the HALL PASS and will quietly exit the classroom, and then follow hallway procedures to the office.
- Upon completion of errand, student will exit office, follow hallway procedures back to classroom, enter classroom quietly, and inform teacher of return.
- Teacher will call office to inform them that a students is on the way and state the reason.

Thom's Office:

- Teacher will complete the pass created by Thom.
- Teacher will text Thom to see if he is available to see a student.
- If Thom can see the student, he/she will take a completed pass and quietly exit the classroom and follow hallway procedures to Thom's office.
- Once Thom has completed his work with the student, he will text the teacher that the student is coming back, write the time the student is leaving his office on the back of the pass, and the student will exit the office and follow hallway procedures back to the classroom.
- Student will enter the classroom quietly and give the teacher the pass to show return to the classroom.





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STUDENT CONDUCT DURING DELAYS AND INTERUPTIONS



Student conduct during delays, interruptions:

- Students will keep their voices off so they are able to hear/listen to the announcement, instructions, or the interruption that is occurring.
- Students will stay in their seat (or where they are at that moment) and allow the teacher to address the interruption and give specific instructions if needed.
- If the interruption does not affect the student, they will continue working on what they were previously doing.



LEAVING AND RETURNING TO ROOM



Leaving the room (individual):

- Students will give their classroom finger signal to be dismissed for the bathroom.
- Teachers will dismiss the student when his/her table materials are organized.
- Students will push in his/her chair and grab their hallway passes.
- Students will quietly walk to the door and follow hallway expectations.

Leaving the room (whole-group):

- When prompted, a line leader (if the teacher has given this position to someone) will be called to the door.
- When all children are lined up, line leader goes to the end of the line.
- If necessary, the teacher reviews the hallway expectations.
- Teacher walks to the front of the line and will lead the class out if they are quiet, in line, and ready.

Returning to room:

- Students will walk back to the classroom in a timely manner and quietly.
- Students will walk back to their seat and continue the given task.





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DISPOSING TRASH

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

- Students will carefully stack up their trash on their tray.
- Students must raise their hand for permission to leave their seat with trash.
- The teacher will verbally tell them it's okay to get up or use a hand gesture that indicates it is okay to throw their trash away.
- The students will walk with safe walking feet to the trash.
- The student will carefully with both hands place their trash in the large black trash can and walk back to their seat with safe walking feet.
- The students have been informed that they throw trash in the large black trash cans.



LUNCH COUNT ATTENDANCE

Lunch count/attendance procedures

- Students will be seated at their desk doing their morning work quietly (that is already laid out for them) when they walk in the door.
- When all students have arrived at 8:10AM, the teacher will scan the room for anyone who is absent and mark them in powerschool. If a student arrives late, teachers will take the pass and mark them as tardy in Powerschool.
- Once attendance has been taken, the teacher will ask students, "who wants a school lunch?" the students will either raise their hand quietly or move their magnet to "cold lunch" or "school lunch" on the board depending on what the teacher has available in their room.
- If the teacher has them move their magnets to a designated area (school lunch, cold lunch, white milk, chocolate milk), the teacher will call groups individually to move their magnets with walking feet and minimal talking.
- If the teacher does not have magnets the teacher will ask students, "who wants a white milk?" and "who wants chocolate milk" the students will raise their hand quietly until count has been taken.
- Once lunch count and attendance have been taken, the students will continue on morning work and eating their breakfast.





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SURRENDERING AND REPORTING LOST ITEMS



Turning in lost items and reporting lost items

- Students will raise hand and wait for teacher to call on them
- Students will show teacher the lost item or tell teacher they are missing an item
- If the student has found a missing item, the teacher will use the attention getter to quiet the class, then ask if the missing item belongs to anyone in the class. If it doesn't, the teacher will thank the class for its attention and instruct the class to return to its work.
- If the student is missing an item, the teacher will use the attention getter to ask if anyone has seen the missing item. If no one responds, the teacher and the class will continue to keep watch for the missing item.
- Teacher will email instructional staff about the lost and missing items to see if others have found them.
- Teacher will turn in lost items to the barrel in the upper elementary wing or the office, whichever is requested.



CLEANING

Cleaning procedures

- Teacher will clean students desks after breakfast and lunch with the proper cleaning spray/towel.
- If teacher has taught students how to clean their own desk, they will put on a rubber glove and do so with a wipe
- Students will keep their work area clean and organized. Teacher will give reminders throughout the day to make sure their room stays clean
- If desks need to be wiped more during the day, teacher or student will do so when needed. Ex: If milk spills on their table, students are aware of where the towels are located so they can grab a towel without causing a commotion and interrupting. Teacher will assist and help clean spills when needed.
- On Friday's teacher will make sure all desks, mailboxes, book boxes, etc are cleaned out and ready for the next week.





K-2 PROCEDURES Other Routines



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TISSUES/ SNEEZE/COUGH SAFELY

Getting a tissue and how to sneeze and cough safely.

- Implement and practice these steps whenever the students have a cough or sneeze.
- Students will show learned finger signals to show the need for a tissue.
- The teacher will allow the students to leave their seats.
- The students will cover their nose and mouth with a clean tissue.
- If they don't have a tissue, the students will cough or sneeze into the inside of their elbow by placing their nose in the part of the arm that bends.
- The students will raise their hand and ask to quickly and quietly walk to the trashcan and dispose of the dirty tissue.
- If the student wishes to use another tissue for clean-up purposes, they may get another clean tissue and follow these same steps.
- The teacher will prompt the students to wash their hands right away in the bathroom or use one pump of sanitizer.

