



- 1. When Entering the Classroom**  
Enter quietly.  
Pick up papers.  
Be seated and begin F1.  
(Homework for Tomorrow Page)



## **2. When the Bell Rings**

Do Bellwork (F2).

Check off and date the day's Objectives (F3).

Then take out the homework due today.



### **3. When You Pick Up New Papers**

Keep out on your table

**or**

put in the front of  
your notebook  
until Notebook Day.

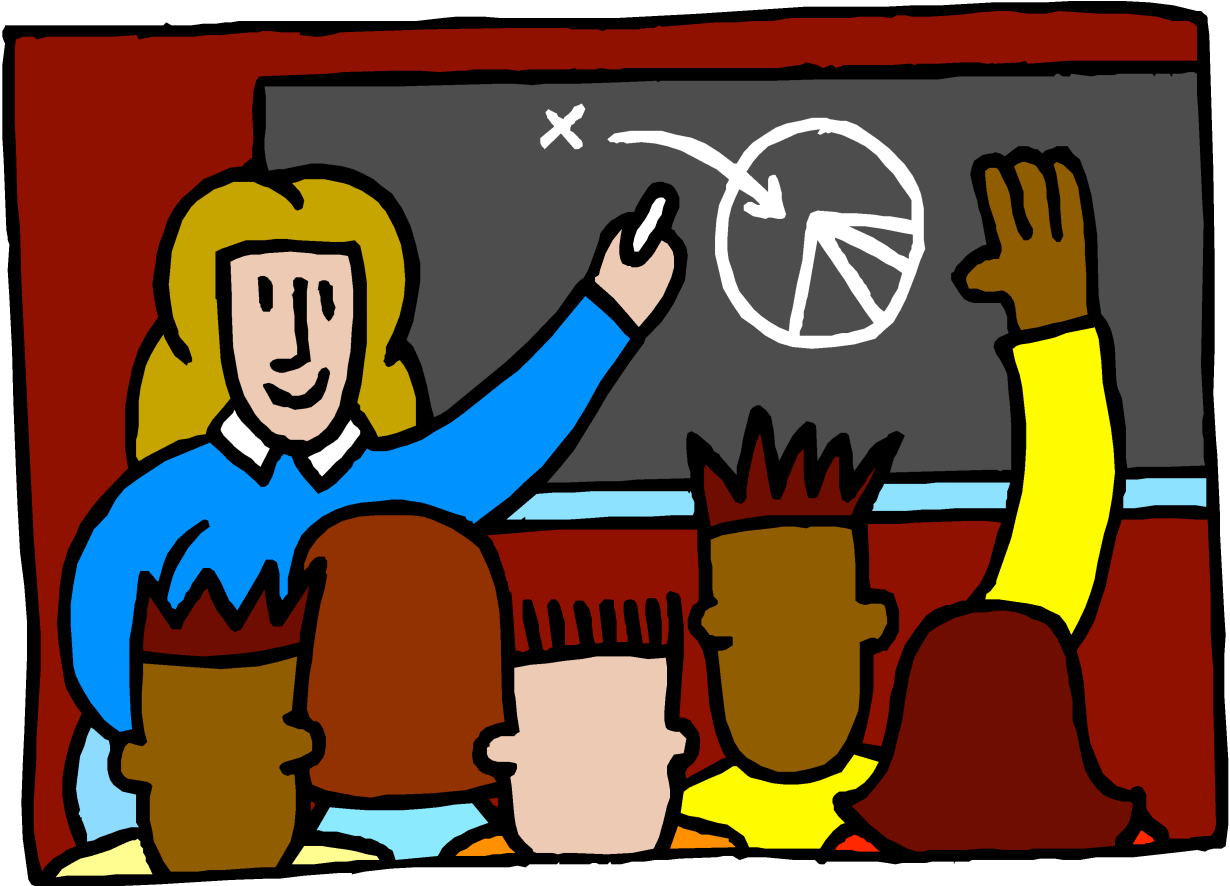


#### **4. When the Teacher Wants Your Attention**

The teacher will raise her hand **or** ask for your attention **or** ring a bell.

Stop what you are doing and saying **and** raise your hand **and** turn to teacher.

**Be quiet and listen!**



**5. When the Teacher is Teaching a Lesson**

**Listen Quietly.**

**Don't turn around!  
Keep your hands to  
yourself.**

**Do what you are  
supposed to be doing!**



## **6. When Turning in Papers**

Set on top corner of desk to your left/right toward the center aisle. When all papers have arrived at you, place on desk to your left/right--toward the center aisle! (Do NOT hand to a person!) Student on the center aisle takes all the papers to the Hand-In Box.



## 7. When Lining Up for Points

Put your name on your paper(s) before you line up. Line up single file. Keep your hands to yourself. Line up to the **left** of the podium. Sit down immediately after your points are recorded.

Use “**10 inch voices,**” please!



## 8. When Playing a Pairs Game

Begin on Teacher Signal.

Stay with your partner.

Stay on task!

Talk only with your partner  
with “**10 inch voices,**”  
please!



## **9. When Playing a Team Game**

All Team Members must meet at assigned area with game pieces within one minute of Teacher Signal.

All Team Members must be facing toward the center of the group and participating to receive full points for a correct answer. Use “10 inch voices,” please!

Show answer only when Teacher says, “Show Me the Answer.”



## **10. When Working in Small Groups**

Everyone faces  
the group's center.  
Use “10 inch voices,”  
please!

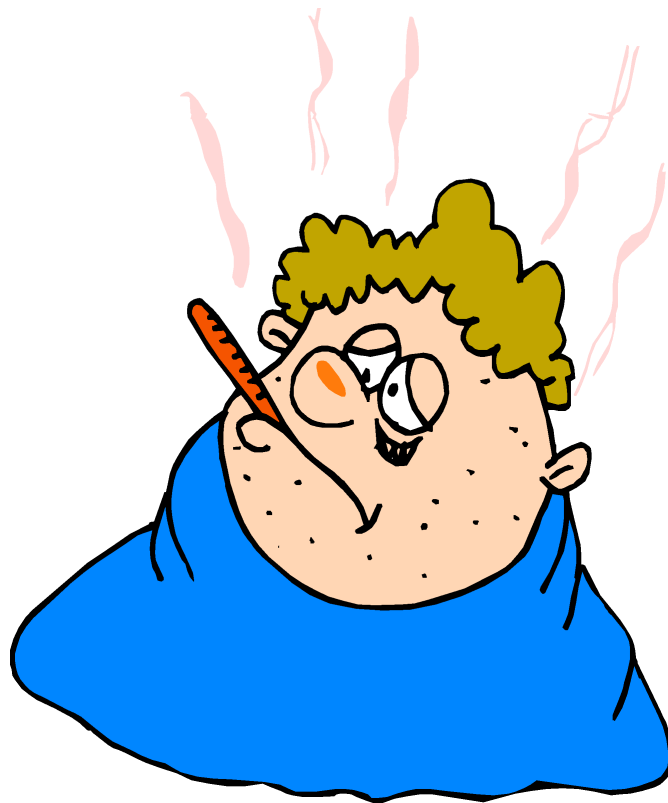
Talk only to your group.  
Stay on task!



## 11. When You Need to Sharpen Your Pencil

Raise your **hand** and ask if this is a good time to sharpen your pencil.

You may quietly get out of your seat and sharpen your pencil **if** this is during a work period.



## **12. When You are Absent**

Check the Make-Up Folders  
near the door

for the days you missed.

Remove all packets with  
your name on it.

Some labs will need to be  
made up before/after  
school.



## 13. **When You Have a Work Period**

Talk only with your  
Table Partner.

(Don't turn around!)

Stay on task.

**Don't pack up early!**

You may quietly get up to  
sharpen your pencil.

Raise your hand for help  
from the Teacher.



## **14. When Changing Groups**

Collect all materials.  
Wait for teacher signal.  
Move quietly to new seat.  
Sit down and begin work.



## 15. **When You Need Help**

Raise your **hand**  
without talking.



## 16. When You are Taking a Test

Eyes forward at all times.

Keep body “square” to table.

No talking is permitted. (Even to borrow something. Ask the teacher!)

Turn Quizzes over and wait quietly.

Tests may be turned in when you are finished. Walk up to the teacher with questions about the test or quiz.

You **must** be sure that nothing is showing from your notebook!

Cheaters get zeros!



## **17. When the End-of-Period Bell Rings**

The teacher dismisses class,  
NOT the bell!

Be sure your Pencil Basket is  
complete and orderly.

If Class Books are being used, have them  
stacked at top of desk  
with Pencil Basket on top.

Quietly remain seated when bell rings.  
When teacher dismisses the class, stand,  
push in chair, and quietly exit the  
classroom. Hand Exit Passes to the  
Teacher at the door.