

Class 4B

Student Procedure Manual of Checklists and Guidelines

RESPECT is #1 in Our Class!

We are respectful of others, of ourselves, and of property.

We are prepared for class.

We are on task while learning.

We are responsible for our choices.

The Students of Classes 5, 5B, and 4B have written these procedures over many years to provide a listing of procedures, checklists, and guidelines in the hope that everyone will have a successful year in Mr. Breedlove's Classroom.

San Jose Grade School Classes 5 1982-1993
Illini Central Grade School Classes 5B 1994-2006
Illini Central Grade School Classes 4B 2007-2013

Morning Procedures Checklist

- Did you enter quietly?
- Did you store your things?
- Is your personal bin in the basket?
- Did you hand in parent notes?
- Did you greet your teacher?
- Did you sharpen 2 pencils?
- Is your space organized?
- Are you seated?
- Are you following the Subject Procedures Checklist?

Transition Procedures Checklist

- Are you respecting others and yourself?
- Are you making wise use of time?
- Are you in your seat?
- Are you quiet?
- Are you ready?
- Are you following the correct procedures checklist for the time: Subject, SRT/Story Time, Break, or Specials (Art, Computers, Library, Music, and P.E.)

Line Up Procedures Checklist

- Are you respecting others and yourself?
- Are you walking quickly?
- Are you walking quietly?
- Are you in your space?
- Are you in alphabetical order?
- Are you facing the front?
- Are you walking with your class on the right side?
- Are you using **KHFOOTY**?
- Are you using Silent Passage?

Break Time Procedures Checklist

- Are you respecting others and yourself?
- Did you use **GIGO** in the restroom?
- Did you put your paper towel in the garbage?
- Are you using patience in the drink line?
- Are you following the Subject Procedures Checklist?

Specials Procedures Checklist

- Are you respecting others and yourself?
 - Are you following the Line Formation Procedures Checklist when necessary?
 - Are you entering quickly and quietly when necessary?
 - Are you in your work space?
 - Is your work space organized?
 - Are you following the Full Attention Checklist?
 - Are you following the Specials Teacher's Directions?
- Specials are: Art, Computers, Library, Music, and P.E.
- When Specials are finished, are you following the Subject Procedures Checklist?

Subject Procedures Checklist

Step 1. Get Ready Checklist

- Is your work space organized?
- Is your book open to the correct page?
- Do you have your pencil and paper ready?
- Are you giving your teacher your full attention?

Step 2. Full Attention Checklist

- Are you actively following the lesson?
- Are you listening to the teacher/speaker?
- Are you observing the lesson?
- Are you taking notes?
- Did you write the assignment on your assignment sheet?

Step 3. Seatwork Paper Checklist

- Did you write your first and last names on your paper?
- Did you write your class number on your paper?
- Did you write today's date on your paper?
- Did you write the subject's name on your paper?
- Did you write the page number on your paper?
- Did you write item numbers/exercise letters on your paper?

Step 4. Seatwork Time Checklist

- Are you showing respect for others and yourself?
- Are you seated at your designated work space?
- Are you working quietly on the assignment?
- Are you allowing others to do their own assignment?
- Did you attempt self-understanding before seeking help?
- Did you signal for help with a help folder?
- Are you continuing to work patiently while waiting?

Step 5. Work Completion Checklist

- Did you put all identification information on your papers?
- Did you proofread?
- Did you put your work in your personal bin?

Step 6. Independent Work Time (IWT) Checklist

- Are you respecting others and yourself?
- Are you finishing other assignments?
- Are you studying for a test?
- Are you reading a book?
- Are you writing a story?
- Are you practicing math facts?
- Are you getting ready for the next subject?
- Are you taking a few (<5 minutes) quiet moments to reflect?
- When IWT ends, are you following Subject Procedure Checklist?

Transition Procedures Checklist

- Are you respecting others and yourself?
- Are you making wise use of time?
- Are you in your seat?
- Are you quiet?
- Are you ready?
- Are you following the correct procedures checklist for the time: Subject, SRT/Story Time, Break, or Specials (Art, Computers, Library, Music, and P.E.)

Lunch and Recess Checklist

- Are you respecting others and yourself?
- Did you put your things away?
- Did you get out your silent reading materials?
- Did you wash/gel hands?
- Are you following the Line Formation Checklist?
- Are you following the Cafeteria Rules?
- Are you following the Playground Rules?
- After recess, are you following the Line Formation Checklist?

Silent Reading Time Checklist

- Are you respecting others and yourself?
- Did you enter our room quickly and quietly?
- Are you seated quietly reading?
- When SRT is finished, are you following the Story Time Checklist?

Story Time Checklist

- Are you respecting others and yourself?
- Is your work space organized?
- Do you have your Story Time materials ready?
- Are you seated?
- Are you ready to listen?

End of Story Time Checklist

- Are you respecting others and yourself?
- Did you put away your Story Time materials?
- Are you following Subject Procedures Checklist or the Specials Time Checklist?

Transition Procedures Checklist

- Are you respecting others and yourself?
- Are you making wise use of time?
- Are you in your seat?
- Are you quiet?
- Are you ready?
- Are you following the correct procedures checklist for the time: Subject, SRT/Story Time, Break, or Specials (Art, Computers, Library, Music, and P.E.)

End of the Work Day Procedures Checklist

- Are you respecting others and yourself?
- Did you organize your work and storage spaces?
- Is everything put away in its proper place?
- Is everything except your desk and chair off the floor for 1 meter around all of your work and storage spaces?
- Have you completed all of your work?
- Did you hand in your personal bin?
- Did you take home your seatwork to finish or test materials to study?
- Did you take home graded work for parents to see?
- Did you take home: school notes, principal notes, office notes, cafeteria notes, class notes, teacher notes, report cards, and the PAW'S PAGE when they distributed?
- Are you following the Line Up Procedure Checklist?

Safety Procedures Checklist

- Are you respecting the safety of others and yourself?
- Are you absolutely silent?
- Are you using **KHFOOTY**?

FIRE DRILL

- Are you walking quickly out to the playground on the left side of the hallway?
- Are you still absolutely silent and still using **KHFOOTY**?
- Are you lining up in alphabetical order on the blacktop by the first hoop?

TORNADO DRILL

- Are you walking into the hallway to your tornado station?
- Are you still absolutely silent and still using **KHFOOTY**?

INTRUDER DRILL

- Are you respecting others and yourself?
- Are you absolutely silent?
- Are you out of sight?
- Are you using **KHFOOTY**?

End of All Drills

- When the all clear signal is given, are you still absolutely silent?
- Are you using **KHFOOTY**?
- Are you walking back to your work space?
- Are you using the Transition Checklist?
- Are you using the Subject Procedure Checklist?