

## Office Procedures

Enter with a pass

Wait at counter

Wait for an adult

Level 2 voice

## Bathroom Procedures

Level 1 voice

Respect privacy

Go

Flush

Wash

Leave

# Playground

Level 2 voice outside

Dress for the weather

Keep hands, feet, and objects to self

Stay inside boundaries

Use equipment correctly

Problem solve when necessary

Line up when called

Return equipment

Enter building with level 1 voice

# Hallway

Level 0 voice

Walk on lines

Stop at corners

Hands, feet, object to self

Face forward

Respect personal space

# Cafeteria

Voice level 1

Walk on line

Keep hands, feet and objects to self

Stay in lunch choice line

Take what you order

Remain seated

Raise hand for help

Clean up table and floor

Wait for teacher

Line up

# Classroom

Level 0, 1, & 2 depending on activity

Keep hands, feet, object to self

Four on floor

Follow adult directions

Kind words and actions

Quality work

Organize desk, red folder and planner

Follow procedures

Problem solve

Arrival 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>

Level 2 voice

Stand in grade level line

Wait for signal to enter

Line up for breakfast

Go to class

Prepare for class

## Arrival 1<sup>st</sup>, 2<sup>nd</sup>

Level 2 voice

Wait for signal

Follow in line

Go to lockers

Bring Red folder, snack, & water bottle to class

Get breakfast

Eat in classroom

## Bus Departure

Level 2 voice

Follow end of the day procedures

Line up in designated area

Depart when bell rings

Walk to bus

## Parent pick-up/Walkers

Level 2 voice

Follow end of day classroom procedures

Line up in designated area

Depart when bell rings

Follow adult directions



