**AG Classroom Procedures**

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1. **For arrival:** Line up quietly outside of the classroom and wait to be invited in.
2. **For entering the classroom:** Enter quietly, pick up notebook and supplies from shelf, and go to assigned seat. Read the schedule on the white board. Sharpen pencil if necessary and begin working on given assignment.
3. **For heading on all papers, on top right corner write:**

 First name and last name initial

 Grade, Subject

 Date

1. **For quieting the class:** When you see the teacher’s hand raised or lights turn off or hear a bell, the procedure is as follows:
2. Freeze
3. Turn and face the teacher, pay attention, and keep your eyes on the teacher. Raise your hand so others will join in quietly.
4. Be ready for instruction. The teacher will have something to say.

 5. **For getting a drink of water or using the restroom:** During independent work or group work

 time, you may excuse yourself quietly one at a time. On the sign out/in sheet, sign out with

 the time and take a restroom pass with you. Sign the time in and return pass.

1. **For keeping our classroom clean:** Dispose of all trash appropriately. Return supplies. Wipe up

any spilled water.

1. **For classroom discussion or answering teacher questions:** Raise your hand and wait to be called on. See CHAMPS poster for each activity to see student expectations.
2. **For getting help:** Quietly ask your neighbor/partner/table group members. If you need further help, then raise your hand and wait quietly, so the teacher will come to you.
3. **For turning in papers:** First, check to be sure the correct heading is on your paper. Next, pass the paper to the group member designated by the teacher. The teacher will have one student collect the rest of the groups’ papers and place them in the appropriate basket.
4. **For getting make-up work when you have been absent:** Upon your return to the classroom, check the make-up folder for your assignments that will be labeled with your name.
5. **For dismissal:** All students must clean their space in the classroom. All supplies must be returned to the designated areas including any borrowed “AG” pencils. Chairs should be pushed under the desk when the teacher dismisses students by groups. Students should return their notebooks to the shelves as they line up to leave the classroom making sure to take all personal items with them. **No items should be left in the classroom desks.**
6. **For returning to your homeroom class:** Walk in a quiet, orderly, and timely fashion. Your teacher is expecting you to return promptly after AG class.