

# HANDBOOK OF PROCEDURE EXAMPLES

## EIGHT EXPECTATIONS FOR LIVING

- We will value one another as unique and special individuals.
- We will not laugh at or make fun of a person's mistakes, nor use sarcasm or putdowns.
- We will use good manners, saying "please," "thank you," and "excuse me," and allow others to go first.
- We will cheer each other to success.
- We will help one another whenever possible.
- We will recognize every effort and applaud it.
- We will encourage each other to do our best.
- We will practice virtuous living, using the Life Principles.

*"Hold yourself responsible for a higher standard than anyone else expects of you."*

*—Henry Ward Beecher*

## **Procedures for Entering the Classroom**

1. Quietly wait in line outside the classroom until your teacher greets you.
2. As you enter the classroom, present your teacher with the ticket to class.
3. Unload your backpack and place it on the hook.

*“Be satisfied with nothing but your best.” – Edward Rowland Sill*

## **Morning Procedures**

1. Copy your agenda.
2. Turn in homework to its appropriate basket.
3. Sharpen your pencil.
4. Begin working on your morning assignment.
5. Open your agenda and leave it on your desk.

*“Success is not something to wait for; it is something to work for.”  
– Henry Wadsworth Longfellow*

## **Procedures for Lining Up**

1. Always line up in number order.
2. Stand directly behind the person in front of you.
3. Face the front with hands to self.

*“Doing the best at this moment puts you in the best place  
for the next moment.” – Oprah Winfrey*

## **Hallway Procedures**

1. Walk quietly on the right side of the hallway.
2. Keep your hands to yourself.
3. Walk with a purpose, keeping the pace of the rest of the class.
4. Allow others to go first whenever possible.

*“The man who moves mountains begins by carrying away small stones.”  
– Chinese Proverb*

## **Participation Procedures**

1. Raise your hand if you have a question or comment.
2. Stand and deliver.
3. Speak in complete sentences addressing the person to whom you are speaking by his/her name.
4. Think before you speak to allow your brain time to process new information.
5. Rephrase questions into statements.
6. Thank the person who answers your question.

*“Destiny is not a matter of chance; it is a matter of choice. It is not a thing to be waited for; it is a thing to be achieved.” – William Jennings Bryan*

## **Procedures for Working in Cooperative Groups**

1. Every member of the group must understand the goal.
2. Every member of the group has a responsibility.
3. Every member of the group will share resources, materials, and information.
4. Every member of the group will understand and master the assignment.
5. Each member of the group will listen respectfully to the other members.
6. If a member of the group has a different opinion, he/she will wait until the person is finished talking and then share.
7. Members of the group will encourage one another whenever possible.
8. Each member will say, "thank you" when he/she receives a reward.
9. If a member of a group asks for a reward, no one in the class will receive one.

*“Anytime you see a turtle on top of a fence post, you know he had some help.” – Alex Haley*

## **Restroom Procedures**

1. We will take restroom breaks as an entire class or in small groups.
2. If you have an emergency, you may put the pass on your desk and exit quietly.
3. Do your business quickly and without talking.
4. ALWAYS wash your hands before returning to class.
5. Return to class as quickly as possible and put the pass in its appropriate location.

*“Form good habits. They’re as hard to break as the bad ones.” – Unknown*

## **Audience Procedures**

1. Give the speaker your undivided attention.
2. Put all materials away unless note-taking is permitted.
3. Be an active listener asking appropriate questions.
4. Speak in complete sentences and address the speaker by name.
5. Give the speaker a celebration at the end of the presentation, and thank him/her for sharing new information with you.

*“Etiquette is behaving yourself a little better than is absolutely essential.”  
– Will Covey*

## **Procedures for Attending Assemblies**

1. Enter the cafeteria silently.
2. Remain in number order and be seated.
3. Listen attentively and participate when appropriate.
4. Keep your hands to yourself.
5. Remain still and silent throughout the presentation.
6. When the presentation is over, look at your teacher for instructions.
7. Exit the cafeteria silently and in number order.

*“I am indeed a king, because I know how to rule myself.”  
– Pietro Aretino*

## Procedures for Greeting Visitors

1. The teacher assistant will answer the door when a visitor arrives.
2. He/she will welcome the visitor by shaking his/her hand and say, "Welcome to our Fifth Grade Class. My name is \_\_\_\_\_. And you are \_\_\_\_\_? How may I help you?"
3. After meeting the visitor and determining the purpose of the visit, the TA will either assist the visitor accordingly or introduce him to the rest of the class by saying, "Ms. \_\_\_\_\_ and class, this is Mr./Mrs. \_\_\_\_\_."
4. The class will welcome the visitor by saying, "Welcome to our clerisy. We, the intelligentsia of \_\_\_\_\_ School, are glad that you are here."
5. The TA will then show the visitor to a seat.

*"Politeness costs nothing and gains everything."  
– Lady Mary Montague*

## Cafeteria Procedures

1. Enter the cafeteria silently and wait patiently in line.
2. Remember to always say "Please" and "Thank you" to the cafeteria workers.
3. You may visit quietly with your tablemates once you are seated.
4. Move in a straight, single-file line to dispose of trash and to return trays to the kitchen area.
5. Remain seated at all times, and raise your hand for permission to leave the table.
6. Inform the duty teacher if you are going to a classroom during recess.
7. Wait silently to exit the cafeteria.

*"Manners are a sensitive awareness of the feelings of others. If you have that awareness, you have good manners, no matter what fork you use." –  
Emily Post*

## **Procedures for Turning in Assignments**

1. Check assignment for appropriate heading and number.
2. Neatly place finished work in its appropriate basket according to number order.
3. If you are absent, check the “Absent Folder” in your homeroom to collect all absent assignments and ask any questions you may have about the assignments before you take them home.

*“The reward of a thing well done is to have done it.”  
– Ralph Waldo Emerson*

## **Tuesday Folder Procedures**

1. Place all work in the left pocket and all notes in the right pocket.
2. Put your folder in your backpack quietly when the teacher instructs you to do so.
3. Show your folder and its contents to your parents/guardians that evening and ask them to sign it.
4. Return the folder including any notes, parent-signature papers, etc. to the teacher the following day.

*“Begin to be now what you will be hereafter.”  
– St. Jerome*

## **Indoor Recess Procedures**

1. Enter the classroom quietly and sit at your desk.
2. When the duty teacher turns on the light, you may choose a game or activity and be seated somewhere in the classroom, keeping the doorway clear.
3. At the end of recess, clean your area and return the materials to the appropriate place.
4. Always use an inside voice.

*“If I cannot do great things, I can do small things in a great way.”  
– Dr. Martin Luther King, Jr.*

## **End of the Day Procedures**

1. Take out your agenda to check off completed assignments and circle homework.
2. Gather your agenda, homework, and materials needed to complete any assignments at home.
3. Pick up any trash and return classroom materials to the appropriate spots.
4. Wait quietly at your desk until the teacher instructs you to line up for dismissal.
5. Stack your chair and make sure nothing is left out on your desk before lining up.

*“If better is possible, good is not enough.”  
– Unknown*

## **Procedures for Using Cell Phones**

1. Cell phones may be brought to school only with permission from the principal (the appropriate form must be submitted).
2. Cell phones must be turned off prior to entering the school building and must remain off during school hours.
3. Cell phones must be left in students’ backpacks during school hours; students may not remove cell phones from their backpacks for any reason during school.

*“Thinking well is wise; planning well, wiser; doing well wisest  
and best of all.” – Persian Proverb*

## Computer Lab Procedures

1. Take your library book, pencil, scratch paper and headphones with you.
2. Enter the computer lab quietly and go to your assigned computer.
3. Log into the \_\_\_\_\_ application using your first and last name together as your username and your seven-digit student ID as your password.
4. Work silently to complete each drill as assigned by your teacher.
5. Raise your hand if you have a question for your teacher.
6. When you are finished with your drills, read your library book quietly.
7. Upon direction from your teacher, stand, push your chair in, and exit silently, making sure you have your belongings with you.

*“Learning is not by attained by chance. It must be sought for with ardor and attended to with diligence.” – Abigail Adams*

### Procedure for Leading Pledges:

Objective: Lead the class in a song and pledges that promote patriotism and build a common language of support for our country.

Prepare song or music.

Suggestion for a call to order:

“We are kind Americans, our teacher is proud to see, please stand, face the flag, and say the pledge with me.

When everyone is prepared – begin recitations

**Leader:** “**U.S. flag salute**”: *(at attention with right hand over heart or at attention and quiet.)*

**“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”**

**Leader:** “**Oklahoma flag salute**”: *(at attention with right hand over heart or at attention and quiet.)*

**“I salute the flag of the state of Oklahoma. Its symbols of peace unite all people.”**

**Say, “Please remain standing for our song.”**