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Palmetto Elementary
First Grade

Procedures for the First Days of School:

- 1. Preschool Procedure**
- 2. Morning Procedure**
- 3. Procedure for Sharpening Pencils**
- 4. Line Procedure**
- 5. Water Bottle Procedure**
- 6. Bathroom Procedure**
- 7. Procedure for Washing Hands**

1. Preschool Procedure

Expectation: Students are to wait outside the front doors. They wait quietly and patiently until they are told to go inside by the safety patrol.

Process:

- Model for students how to sit on the sidewalk. They are to sit crisscross with their backpack in their lap.
- They are allowed to talk to their neighbors.
- They may bring a book or magazine to read.
- When the bell rings, students wait for the safety patrol to open the door. That's the cue for students to stand up and walk inside the building.
- Students then walk all the way to the front door of the classroom and wait until they see the teacher.
- The teacher will greet each student with a hug and a smile. The day has officially begun.

Teacher Responsibility:

- Model where to sit, how to sit, and where to wait for the teacher.
- Ensure you're at the front door, ready to greet each child with a hug and a smile.

2. Morning Procedure

Expectation: The children are to enter the class, start their bellwork, and prepare themselves for the day.

Process:

- Students walk into the classroom.

- Students take out any homework, notes, or money for the teacher and put their backpacks in their cubbies.
- Students report to their desks and start their bellwork.
- The teacher will visit each team table and collect homework, notes, and money.
- The teacher will give each team the opportunity to use the bathroom and to fill their water bottles.

Teacher Responsibility:

- Ensure there is a bellwork assignment projected on the overhead or sitting on every desk before the bell rings.
- Free yourself to greet students at the door with a hug and a smile.
- Take roll when students are working on their bellwork.
- Visit every team table and ask for homework, notes, and money.
- Ensure every team is called to use the bathroom and to fill water bottles.

3. Procedure for Sharpening Pencils

Expectation: Students will exchange a blunt pencil for a sharpened pencil from the pencil can.

Process:

- When a student's pencil breaks or needs to be sharpened, he or she is to show the pencil signal (raise one finger).
- The teacher will give a non-verbal cue.
- If the teacher indicates "Yes," the student is to stand up, gently push in his or her chair, and go to the pencil can station.
- The student puts the blunt pencil into the unsharpened can, and retrieves a sharp pencil from the sharpened can.

Teacher Responsibility:

- Ensure there are always sharp pencils in the sharpened pencil can.
- Introduce the pencil signal.
- Explain your non-verbal cues. You may indicate "Yes" with a nod of the head, "Wait" by holding up an inch with two fingers, and "No" by shaking your head.

4. Line Procedure

Expectation: Students will line up and walk in line when instructed.

Process:

- Students first organize their desk, making sure that all materials are placed where they belong.

- Students stand up and gently push their chairs in.
- Students put their hands behind their backs. They keep their hands and feet to themselves when walking pass other desks.
- Students assemble at the line on the carpet, facing the front of the classroom.
- Students await further instructions from the teacher.

Teacher Responsibility:

- Model appropriate examples and inappropriate examples of this procedure.
- Provide plenty of specific feedback, focusing on specific behavior observed.

5. Water Bottle Procedure

Expectation: Students will keep a filled water bottle on their desk at all times.

Process:

- Tell students the research behind keeping hydrated and the optimal functioning of the brain.
- Show students where the water bottle is to stay at all times (top, right corner of their desks). Taping an X at the top, right corner of students' desks may be helpful.
- Explain how to take a drink. Students are to unscrew the cap, take a drink, and place the bottle back on the X.
- Students show the water signal (a thumbs-up) when the bottle needs to be filled.
- The teacher responds with a non-verbal cue.
- If the teacher indicates, "Yes," the student brings the bottle to the classroom sink, fills it up, returns to his or her seat, and places the bottle back on the X.

Teacher Responsibility:

- Ensure there is a bottle for each student when introducing this procedure.
- Introduce the water signal.
- Explain your non-verbal cues. You may indicate "Yes" with a nod of the head, "Wait" by holding up an inch with two fingers, and "No" by shaking your head.

6. Bathroom Procedure

Expectation: Students will use the bathroom without interrupting the class.

Process:

- When a student needs to use the bathroom, he or she shows the bathroom signal (one fist in the air).
- The teacher responds with a non-verbal cue.
- If the teacher indicates "Yes," the student quietly walks to the bathroom in class.

- Gently and quietly, the student opens the bathroom door, walks in, closes the door, does his or her business, flushes the toilet, switches the light off, closes the door behind him or her, washes and dries his or her hands, and returns to his or her seat.

Teacher Responsibility:

- Introduce the bathroom signal.
- Explain your non-verbal cues. You may indicate “Yes” with a nod of the head, “Wait” by holding up an inch with two fingers, and “No” by shaking your head.
- Discuss what you may do if there are several students who need to use the bathroom at once.

7. Procedure for Washing Hands

Expectation: Students will wash their hands while keeping the floor and sink area clean and dry.

Process:

- Students must wash their hands after using the bathroom.
- Students are to turn the faucet just enough to ensure a light flow of water.
- Students are to use just one squirt of soap.
- Students are to wash their hands thoroughly, then rinse.
- After washing their hands, students are to shake them gently in the sink, take a paper towel, and dry their hands over the trash can beside the sink.
- Students place the paper towel in the trash, and return quietly to their seats.

Teacher Responsibility:

- Ensure there is always soap, paper towels, and a trash can by the sink.
- Model this procedure on the first day of school.