Mrs. Knowles’s Procedures:

* 1. **Entering the Classroom**
		+ Unpack your backpack
		+ Put Backpack in assigned area.
		+ Your area number is on your table.
		+ Sharpen your pencil if needed.
		+ Start your warm-up.
		+ Be in your seat, READY TO LEARN when the bell rings!
	2. CHAMPS
		+ Communication
		+ Help
		+ Activity
		+ Movement
		+ Participation
		+ Success
	3. Group Roles
		+ Task Manager
		+ Recorder/Reporter
		+ Quiet Captain
		+ Materials Manager
	4. Restroom/Pencil Sharpening/Intercom
		+ Restroom – Use the restroom BEFORE class. Emergencies only!
		+ Pencil Sharpening – Before class and during work time.
		+ Intercom – Remain SILENT while the Mrs. Knowles is speaking or listening to the intercom.
	5. Getting Your Attention
		+ Give Me 5
		+ Lights out
		+ Raise Hands
	6. End of Class
		+ Task Manager: Puts science notebooks away.
		+ Recorder/Reporter: Turns in Final Work.
		+ Materials Manager: Puts Materials back in their PROPER place.
		+ Quiet Captain: Puts Textbooks and Workbooks away.

**Consequences:**

1. Verbal Warning
2. Phone call to parent or guardian.
3. Lunch Detention
4. Referral

**Class Goals:**

1. To Give Respect
2. To Listen and Learn
3. To Share When Called Upon
4. To Obey All School Rules

I have read these procedures and realize that following these procedures and the class goals will help to avoid discipline actions while in Mrs. Knowles’s Room.

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Student Signature Date Parent Signature