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