

■ Classroom Procedures Poster

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| ■ Entering the room | ■ Bell-ringer start routine | ■ Where to sit / seating changes | ■ Tardy arrival | ■ Dismissal at the bell |
| ■ Early dismissal | ■ Sub day expectations | ■ Taking attendance | ■ Marking absences | ■ Getting/turning in make-up work |
| ■ Enrolling a new student | ■ Un-enrolling / withdrawing a student | ■ Picking up handouts/materials | ■ Turning in work | ■ Late work process |
| ■ Retrieving graded work | ■ Requesting a re-do/re-submit | ■ What to do when you finish early | ■ Missing supplies | ■ Textbook/notebook organization |
| ■ Getting out of seat | ■ Lining up and hallway travel | ■ Student movement inside room | ■ Leaving for restroom/nurse | ■ Classroom jobs/roles |
| ■ Device login/charging | ■ Headphones/earbuds policy | ■ Approved sites/apps | ■ Submitting digital work | ■ Phone policy |
| ■ Attention signal | ■ Hand-raising vs. calling out | ■ Nonverbal help signals | ■ Asking questions during work | ■ Emailing/messaging teacher |
| ■ Transitioning between activities | ■ Note-taking format | ■ Group work norms | ■ Lab/hands-on safety | ■ Test/quiz setup |
| ■ Positive acknowledgments | ■ Redirection steps | ■ Refocus/cool-down routine | ■ Restoring after conflict | ■ Private conference request |
| ■ Substitute teacher protocol | ■ Fire/evacuation drill | ■ Lockdown drill | ■ Severe weather drill | ■ Intruder/secure campus |
| ■ Accessing extra help | ■ Language register expectations | ■ Accessing accommodations | ■ Family communication | ■ Goal-setting & planning |