

Independent work:

You are responsible for finishing your work during the time the teacher gives you. If you do not finish your work due to talking, playing, misbehaving, or not using your time wisely, your work becomes homework due the next day.

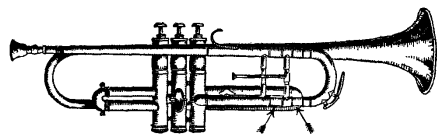
When I finish my work...

1. If it is a sheet, hand it into the correct bin.
2. Make sure your desk is organized.
3. Quiet work.

Instrument lessons:

When it is time for your instrument lesson:

1. Quietly clear your desk.
2. Then sign out on the whiteboard. Quietly leave the classroom without disruptions.
3. When you arrive, erase your name on the whiteboard, return to your seat quietly, whisper to a friend about what you missed, and join the class activity. *You are responsible for any work you missed while you were away. You can complete this work during Quiet Work or for homework. Make sure you ask your teacher or ask a friend.*



Leaving the class:

Whenever you leave the class, sign out.

Lunch and Recess Passes:

1. If you are going to another teacher during lunch or recess, you must have a pass BEFORE the classroom leaves for lunch.
2. When the classroom leaves for lunch, make sure you sign out on the whiteboard.
3. During lunch or recess, show the duty teacher your pass before you leave.
4. When you come back to class after recess, erase your name on the whiteboard.

Bathroom:

- *You may use the bathroom once in the morning and once in the afternoon, unless it is an emergency.*
- *Only go during quiet work time, not while your teacher is teaching. You are responsible for finishing your work when you get back.*
- *If it is an emergency, raise your hand to let the teacher know.*
- *Only one boy/girl can go to the bathroom at a time.*
- *Make sure no other boy/girl is out in the bathroom, and then move the B or G hand sanitizer to your desk and sign out of the bathroom book with your name, date, subject, and time.*
- *When you return, sign the bathroom book, and return the sanitizer (sanitize your hands) before quietly going back to your work.*

