

# POLICIES & PROCEDURES

## a checklist

### Classroom Culture

- Year-long vision
- Class Rules
- Rewards & Consequences

### Classroom Movement

- Entry Procedure
- Exit Procedure
- Moving to other areas (carpet, lab, etc)
- Lining Up
- Throwing Away Trash
- Leaving seat

### Organization Structures

- Collecting Homework
- Passing Out Papers
- Collecting Papers
- Taking Attendance
- Seating Chart
- Classroom Jobs

### Create Your Own

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Communicating Needs

- Restroom
- Water
- Tissue
- Question
- Need writing utensil
- Need to sharpen pencil
- Missing supply/resource

### Academics

- Syllabus
- Grading structure
- Homework expectations
- Tardy policy
- Making up missed work, tests, and quizzes
- What to do when done with work early

### Electronics

- Use of cell phones
- Use of computers/tablets

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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### *about your specific resource:*

The first weeks of school can be overwhelming. As you prepare to set expectations with your students, use this checklist to make sure you didn't forget an important policy or procedure. This checklist is also a great resource to revisit after winter break or spring break if you need to hit a "reset button" and remind students of the way things are done in your classroom.

As a friendly reminder, P&Ps are not rules. Sharing these with your students should be an exercise in *purpose* not *power*. If your kids are struggling with your P&Ps, instead of punishing them, that's your cue that you need to re-teach or that your students need more practice. Enjoy!

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### *about EDpiphany:*

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