Classroom Routines & Procedures

**Beginning of Class**

1. When you walk in, pick up all handouts for the day from the work table by the door.
2. If you were absent, check the absent crate on the work table for handouts from the day you were absent.
3. Take your homework out that is due that day and place it on your desk for me to check when I walk around.
4. Have your textbook out on the table where I can see it.
5. Take out your silent reading book.
6. When Silent reading time is over, take out your Bellwork paper and get to work on the bellwork for the day. All bags/purses/backpacks should be on the floor.
	1. Mondays will always be SSR (silent reading) Log days (refer to the handout)
	2. Tuesdays/Wednesdays will always be Grammar days
	3. Thursdays/Fridays will always be journal or rhetoric days

**End of Class**

1. If there is work to turn in, please have one person at your table collect everyone’s work and drop it in the blue basket on the work table.
2. Check the space around your desk. Throw away any trash/paper/bottles and make sure you have all of your belongings (including textbooks!).
3. When you get up to leave, please push the desks back together again.