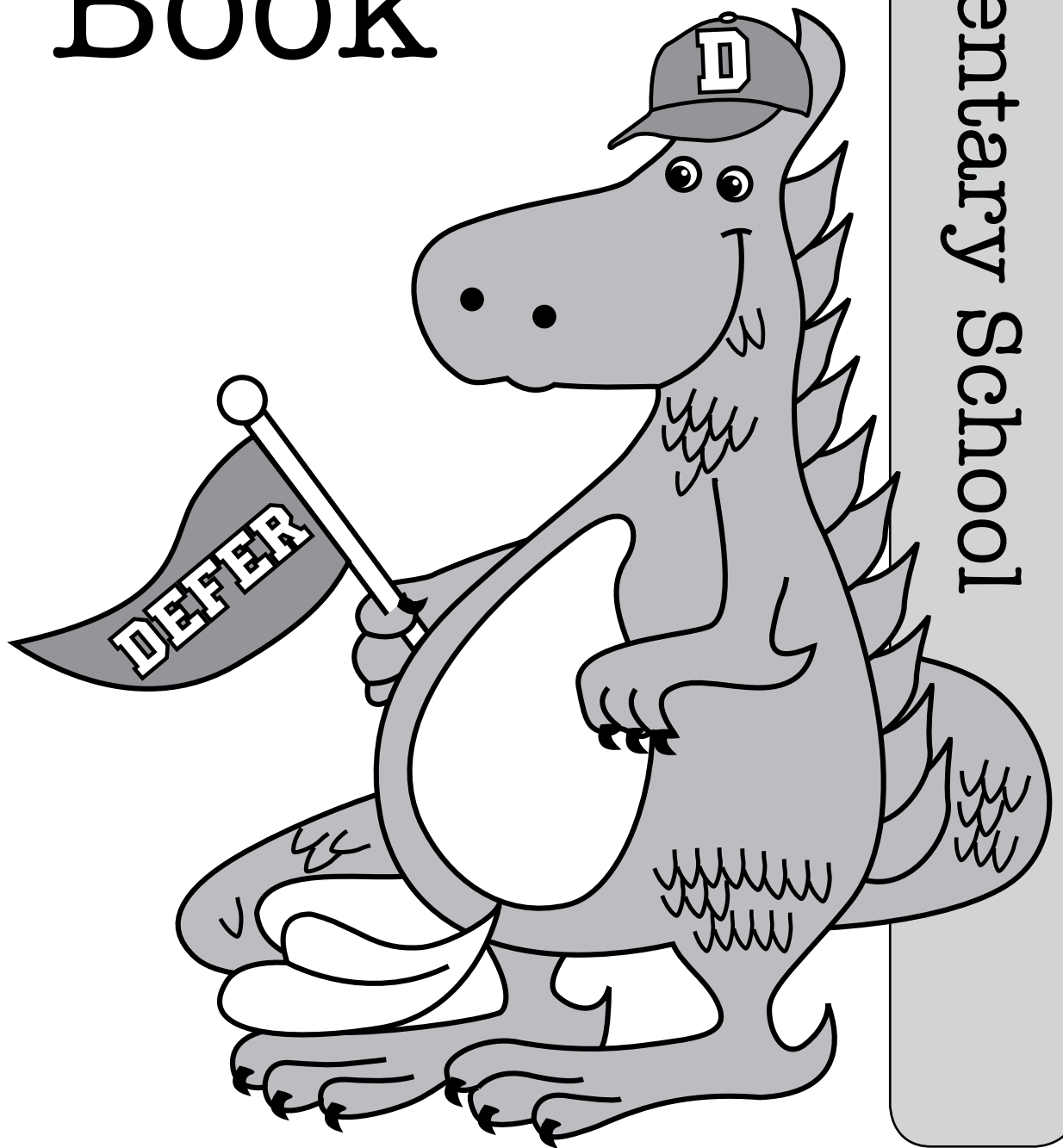


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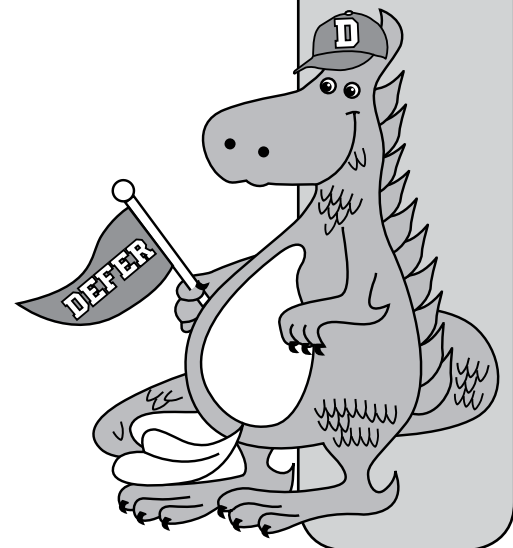
Defer Elementary School



This booklet is designed to help students make good decisions and help make the classroom a better learning environment for everyone.

1. Line Up Procedures
2. Raising Your Hand Procedures
3. Group Work Procedures
4. Quiet Area Procedures
5. Computer Procedures
6. Audience Procedures
7. Guest Procedures
8. Water Fountain Procedures
9. Restroom Procedures
10. Snack Procedures
11. Hallway Procedures
12. Closure Procedures
13. Pencil Sharpening Procedures
14. Paper Heading Procedures
15. D.E.A.R. Procedures
16. Assembly Procedures
17. Field Trip Procedures
18. Chaperone Procedures
19. Politeness Procedures
20. Returning from Lunch and Recess Procedures
21. How to Follow Directions
22. Accepting "NO" Answers
23. Accepting Criticism
24. Ways to Show Respect to Others
25. Accepting Apologies from Others
26. Accepting Compliments
27. Accepting Consequences
28. Asking for Help
29. Completing Homework
30. Accepting Defeat or Loss
31. Accepting Winning Appropriately
32. Time Management
33. Show Your Message
34. Show Your Message: Message Options
35. Morning Meet and Greet
36. Lunchroom Procedures
37. Microwave Procedures

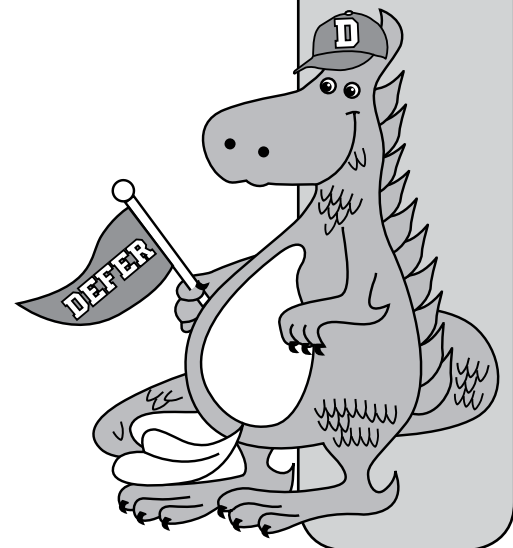
Defer Procedures Book



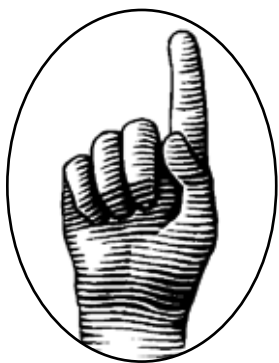
Line up Procedures

Defer Procedures Book

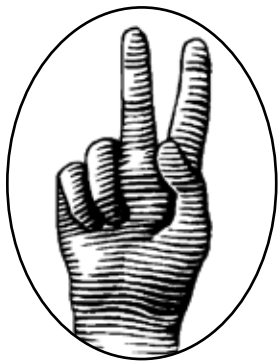
- 1 Organize your workspace.
- 2 Stand up and push in your chair.
- 3 Stand behind your desk.
- 4 Wait for your teacher's directions and line up quietly when asked.



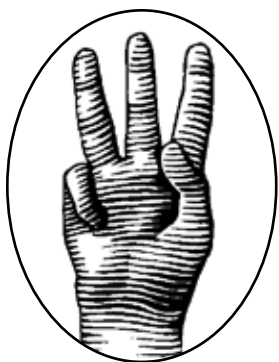
Raising Your Hand Procedures



- 1 Raising your hand like this indicates you want to use the **restroom**.



- 2 Raising your hand like this indicates you want to use the **drinking fountain**.



- 3 Raising your hand like this indicates you **need the teacher's assistance**.



Group Work Procedures

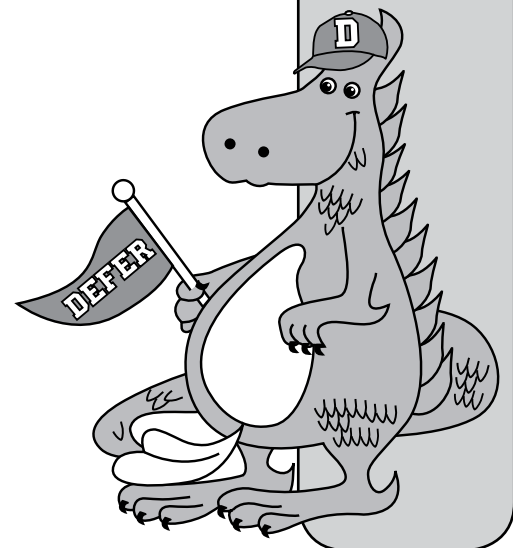
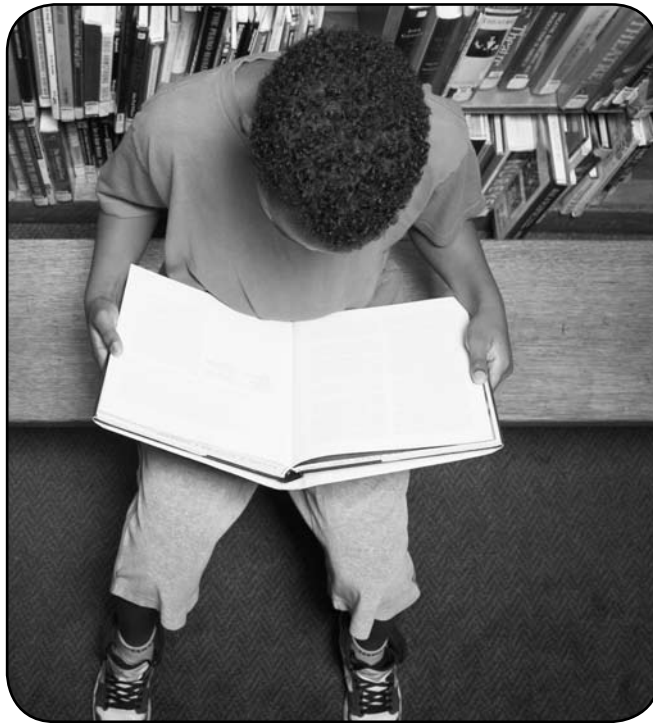
- 1 Work with your group.
- 2 Use a soft, inside voice.
- 3 Take turns talking. ***Stop and listen.***
- 4 Use personal best and share ideas
- 5 Clean up all materials when finished.



Quiet Area Procedures

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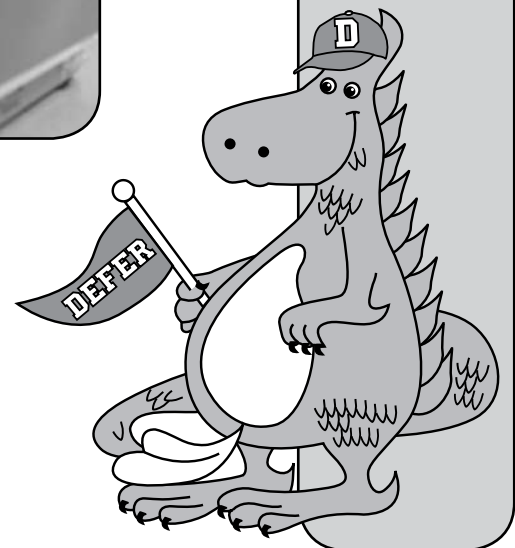
- 1 One person at a time.
- 2 Quiet time.
- 3 You get 3 minutes in this area once a day as needed.



Computer Procedures

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- 1 Work quietly. ***Shhh!***
- 2 Ask your neighbor for assistance when needed.
- 3 Leave the computer area neat.



Audience Procedures

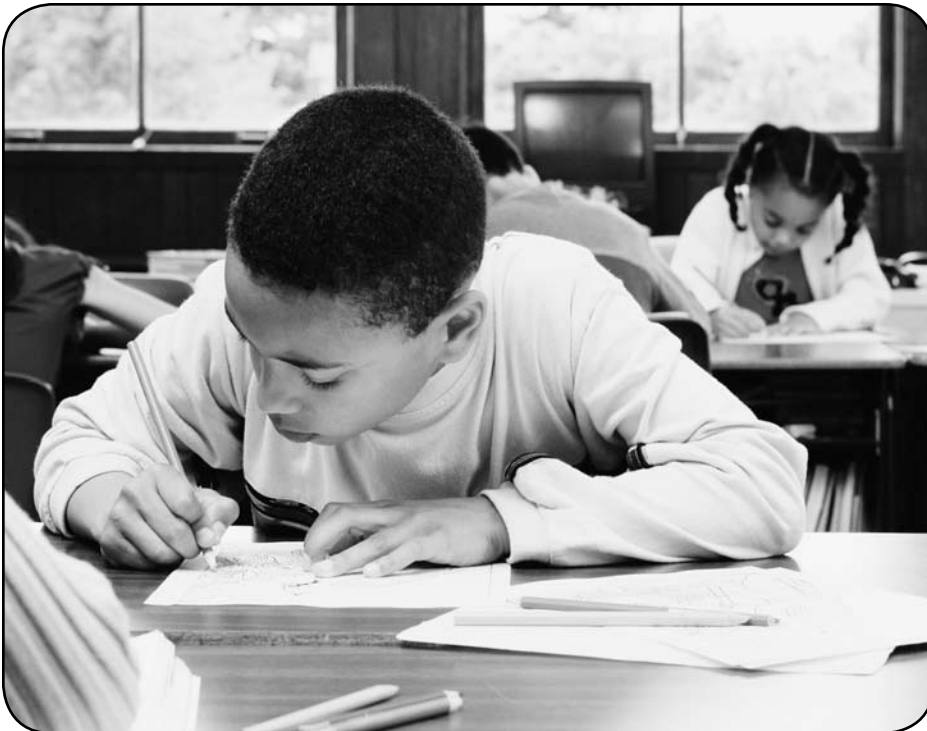
- 1 Sit pretzel style, stay put, and don't move.
- 2 Quiet time.
- 3 Use active listening.
- 4 Be ready for questions.



Guest Procedures

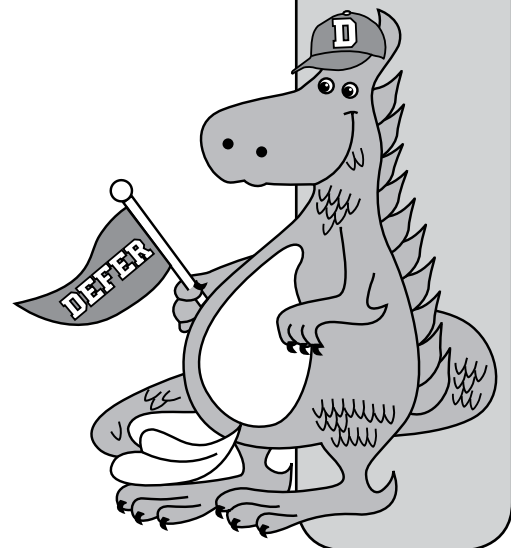
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- 1 Stay put.
- 2 Continue to work quietly.
- 3 Do whatever it takes, but don't interact with the guest unless asked.



Water Fountain Procedures

- 1 Quickly get a drink.
- 2 Be quiet.
- 3 Don't bother other students or classrooms.
- 4 Show patience.



Restroom Procedures

- 1 Be quiet.
- 2 Wash hands and be clean.
- 3 Don't bother other students or classrooms.
- 4 Be quick.



Snack Procedures

- 1 Get your healthy snack from your cubby or lunch box and return to your seat.
- 2 Eat quietly.
- 3 Be clean.



- 1 Stay in one straight line and stay to the right side.
- 2 Stop at the stairwells.
- 3 Stay within your personal space.
- 4 Show your message.
- 5 Remember the hall is a quiet zone.



- 1 Get our your planner and quietly wait for the teacher's instructions.
- 2 After following the teacher's instructions organize your work area.
- 3 Push in your chair and stand behind it.
- 4 Wait for the teacher to choose you to get ready to go home.



Pencil Sharpening Procedures

- 1 Sharpen pencils only during non-instructional time.
- 2 One person at the sharpener at a time.
- 3 Always have two or more sharpened pencils with you at all times.
- 4 Only use personal sharpeners in an emergency during instructional time.



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- 1 First and last name neatly written in the upper right hand corner next to each other.
- 2 Date written neatly under your name.
- 3 Place title on the first line in the center of the page.



D.E.A.R. Procedures

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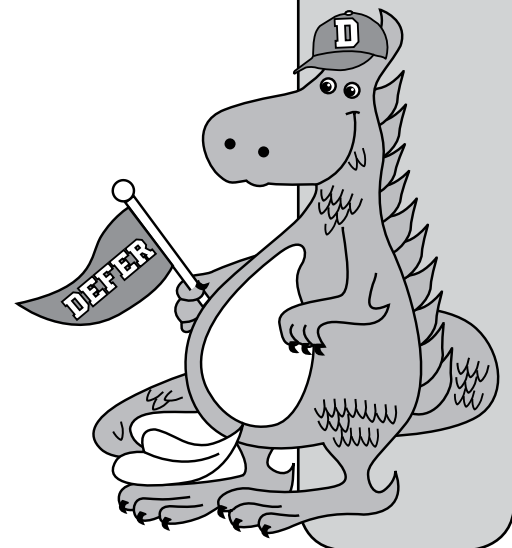
- 1 Be prepared with a magazine or a book.
- 2 Relax at your desk.
- 3 Use this time silently for reading.
- 4 When time is up get prepared for your next subject.



General Assembly Procedures

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- 1 Enter the assembly quietly.
- 2 Find a seat and remain seated for the entire assembly.
- 3 Use you hand signals to ask for assistance.
- 4 Be polite.



Field Trip Procedures

- 1 Stay with your chaperone.
- 2 Be polite.
- 3 Be in the right place at the right time.
- 4 Use active listening.
- 5 Raise your hand to ask a question.



Chaperone Procedures

- 1 Always stay near your chaperone at all times, unless your teacher directs you differently.
- 2 Be polite to your chaperone.
- 3 **NEVER** run out in front of your chaperone, they are the line leader.



Politeness Procedures

- 1 Always say "Thank you" when someone has helped you.
- 2 Always say "Please" when asking for something.
- 3 Look for opportunities to be polite, such as holding a door open for someone.
- 4 If you don't have something nice to say, you probably shouldn't say it.



- 1 Return directly to your class, not the office, clinic, or restroom.
- 2 Walk through the halls and stairwells quietly.
- 3 Enter the room orderly and quietly.
- 4 Get prepared for you next subject.



How to Follow Directions

- 1 Look at the person.
- 2 Say, "OK".
- 3 Do it immediately.



Accepting “No” Answers

- 1 Look at the person.
- 2 Say, “OK”.
- 3 If you understand, then accept “No” as the answer.
- 4 If you don’t understand, ask to discuss it at a later time.
- 5 Accept “No” as the answer until that time.



Accepting Criticism

- 1 Look at the person.
- 2 Say, "OK".
- 3 Don't argue.



Ways to Show Respect to Others

- 1 Obey a request to stop a negative behavior.
- 2 Refrain from teasing, threatening, or making fun of others.
- 3 Allow others to have their privacy.
- 4 Obtain permission before using another person's property.
- 5 Do not damage public property.
- 6 Refrain from persuading others into breaking the rules.
- 7 Avoid acting in an obnoxious manner.
- 8 Talk politely to others.
- 9 Be kind and helpful at all times.



Accepting Appologies from Others

- 1 Look at the person who is apologizing.
- 2 Listen to what he or she is saying.
- 3 Remain calm.
- 4 Do not talk back or make sarcastic comments.
- 5 Thank the person for apologizing and then say, "Thanks for saying you are sorry" or "That's OK."



Accepting Compliments

- 1 Look at the person who is complimenting you.
- 2 Use a pleasant tone of voice.
- 3 Thank the person sincerely for the compliment. Say, "Thanks for noticing" or "I appreciate that."
- 4 Avoid looking away, mumbling, or denying the compliment.



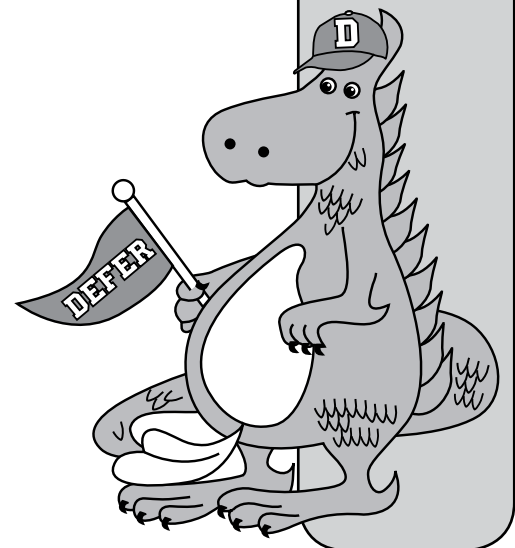
Accepting Consequences

- 1 Look at the person.
- 2 Say, "OK".
- 3 Don't argue.
- 4 If given instructions or suggestion on how to correct the situation, follow them.



Asking for Help

- 1 Look at the person.
- 2 Ask the person if he or she has time to help you now or later.
- 3 Clearly describe the problem or what kind of help you need.
- 4 Thank the person for helping you.



Completing Homework

- 1 Find out at school what the day's homework is for each subject.
- 2 Remember it is your responsibility to bring home necessary books or materials in order to complete your assignments.
- 3 Get started on homework promptly, or at the designated time.
- 4 Complete all assignments accurately and neatly.
- 5 Carefully store completed homework until the next school day.



Accepting Defeat or Loss

- 1 Look at the person or members of the team who won.
- 2 Remain calm and positive.
- 3 Say, "Good game" or "Congratulations."
- 4 Reward yourself for trying your hardest.



Accepting Winning Appropriately

- 1 Look at the person or members of the other team who lost.
- 2 Remain pleasant but not overly happy or celebratory.
- 3 Congratulate the other person or team for a good game and for trying.
- 4 Do not brag or boast about winning.



Time Management

- 1 Think of all tasks or assignments that need to be completed.
- 2 Estimate the time needed to complete each task.
- 3 Get to work immediately.
- 4 Try to do your tasks in an order that works best for you.
- 5 Keep track of time and speed up or slow down as needed to complete the tasks.



Show Your Messge

- 1 Pick your message.
- 2 Show whenever in the hallway.
- 3 Show if asked by another adult.



Show Your Messge

Possible Message Options:

(to be taught by the classroom teacher)

- 1 Hands folded behind back.
- 2 Hands folded in front.
- 3 Arms to your sides.
- 4 Arms folding in front if carrying a supply.
- 5 One arm holding a supply and one by your side.



Morning Meet and Greet

- 1 Stand in the hallway until greeted by teacher.
- 2 Respond politely when teacher greets you.
- 3 Enter classroom quietly.
- 4 Take care of your morning responsibilities once in the room.
- 5 Start morning work.



Lunchroom Procedures

Defer Procedures Book

- 1 Use the restroom before lunch.
- 2 Be sure that your cold lunch is in the classroom lunch basket **BEFORE** you leave your classroom.
- 3 Sit in your assigned area. Stay in your seat... do not visit other tables.
- 4 Keep your feet under the table.
- 5 Use a napkin, piece of paper, or plate under your food at all times.
- 6 Keep all food on the table. If food accidentally falls to the floor, pick it up immediately.
- 7 Talk in a quiet, pleasant voice to other students and supervisors.
- 8 Raise your hand:
 - When the supervisor asks for everyone's attention.
 - If you need assistance from the supervisor. If you need to leave your table for **any reason**.



Lunchroom Procedures (continued)

ALWAYS:

- Be respectful
- Show consideration to supervisors and other students.

NEVER:

- Throw food or paper.
- Touch or eat another person's food.
- Shout or yell at anyone.
- Share food. Some students may have allergies to certain foods.
- Bring food to the playground (or classrooms during indoor recess).
- Go to your classrooms during lunch or recess periods.

WHEN YOUR TABLE IS CALLED:

- Continue to use a quiet voice.
- Clean up your table and floor area.
- Walk to throw your papers and trash away.
- Leave the lunchroom quietly and exit the proper door.



Microwave Procedures

- 1 Microwaves must be operated by an adult, only.
- 2 Students are to provide their own container or plate on which to heat food.
- 3 Students are not to re-heat food provided by the GPPSS Hot Lunch Program (unless special circumstances require this).
- 4 Popcorn is not allowed to be made in the microwaves.



Defer Procedures Book

It is your responsibility to know the procedures in this booklet. These procedures are designed to make our classroom and building a safe and fun place to be. We must all work together to make these procedures work for us.

