A. Room use:

1. Teacher’s desk and storage area:
   - Student must obtain permission from the teacher in order to use any of the materials on her desk or in her storage area.
   - Students need to understand and respect that the materials on the teacher’s desk and in her storage area are important and not there for everyday student use.

2. Student’s desks/tables and storage area:
   - Students will keep their books, folders, pencil boxes, and other materials in their individual desks.
   - Since the students will have access to their desks at all time, the teacher will explain and discuss with the students the appropriate and inappropriate times for them to be going into their desks.
   - There will also be a designated area in the classroom where the students will keep materials they do not need on a daily basis. For example rulers, markers, crayons, and glue.
   - The teacher and students will establish the appropriate and inappropriate times for the students to go and access these materials. At certain times the students will have to ask for individual permission from the teacher to use these materials.

3. Storage for common materials:
   - Students will be allowed to access these commonly used materials as long as their use pertains to the lesson being taught.
   - Examples of these materials are clipboards, small chalkboards, base ten blocks, or other materials used in mathematics.
   - During anytime that is considered free time when the students are allowed to work on any activity or homework of their choice then the students will be allowed to access these materials freely.

4. Drinking fountain, sink, pencil sharpener:
   - The students’ drinking fountain procedure will be the same as the same as the procedure for the bathroom.
   - The students will be required to sign their names on a chalk board or dry erase board, and then take the designated pass for a boy or a girl. (Procedure explained in more detail under the bathroom procedures.)
- Students will only have access to the classroom sink at appropriate times, which will be determined by the teacher and the lesson or activity of that time.
- Any other time the students want to use the sink the students will have to ask permission from the teacher.
- The students will be allowed to use the pencil sharpener at any time in between the subjects or lessons. For example, once the class finishes a lesson on social studies, the students will have the few minutes in between the lessons to sharpen pencils, go to the bathroom, or get ready any materials they will need for the next lesson.
- If the students need to sharpen a pencil during a lesson, they will raise their hand with the pencil in it in the air. The teacher will then either take the pencil and sharpen it for the student or give the student permission to sharpen it him or herself, during the lesson.
- All of these procedures will be explained and rehearsed by the teacher and students at the beginning of the year.

5. Bathrooms:
- The bathroom procedure is also used for the drinking fountain.
- Located in a area near the door there will be a small area of the chalkboard or a dry erase board where the students will have to sign in and out for the bathrooms.
- The students are to sign their name to the board and then take the appropriate pass for a boy or girl to go to the bathroom.
- The appropriate times for the students to use the bathroom is in between the subjects while everyone is getting ready for the next lesson, this is also the time when the students can sharpen their pencils and get all materials ready.
- The bathrooms will also normally always be open for the students use, however if the teacher wants to be sure all the students are present for a lesson she will write closed on the bathroom sign out board.
- If the bathroom is closed the students will have to get individual permission from the teacher, and only for emergencies.

6. Center, station, or equipment areas:
- For the specific times that are designated to working at the centers or stations, teacher will provide students with specific directions for the center and the task the students are to accomplish during the allotted time.
- During free time the students will need to get permission from the teacher to work at a specific center.
- At the beginning of the year the teacher and students will discuss and establish a different set of rules for each particular station. For example the station for working on a computer will have different rules than the station for arts and crafts. Allowing the students to help determine the rules within the classroom will make them feel that they have some control of their own.
- As for the equipment areas, the students will be told what equipment or materials they will need for a lesson. In between one lesson and another lesson is the time in which the students should be getting ready all the materials they will be using.
- Students will be allowed individual access to the equipment area during free time or when the teacher gives them permission.

B. Seat work and teacher-led instruction:

1. Students attention during presentations:
   - At the beginning of the year when the class begins to go over the rules of the classroom, the students and teacher will develop a signal the teacher can use to gain the students attention at anytime.
   - The signal could be a hand movement or a word, that only the teacher and the students will know the meaning.
   - This procedure will be practiced repeatedly at the beginning of the year until all the students use and understand this procedure.

2. Student participation:
   - Student participation is encourage, but to keep control of the classroom the students are required to raise their hands when the want to speak.
   - The teacher needs to be strict and continue with this procedure throughout the year.
   - If a student does not follow this procedure the teacher should ignore what the student said, whether the answer was right or wrong. Students need to understand they will not be acknowledged without raising their hand first.

3. Talk among students:
   - The talking level among the students will be described through the numbers 0-3. The procedures that go with each number will be demonstrated by the teacher and rehearsed