

# School-Wide Procedures

<b>Restroom</b>	Go, flush, wash, throw away.	Go back to class.	Use inside voices.
<b>Atrium</b>	Only be in the atrium with adult supervision.	Keep the atriums clean.	The atriums are not a place to hang out.
<b>Lunchroom</b>	Clean up after yourself.	Be respectful.	Follow lunchroom procedures.
<b>Hallways</b>	Walk straight to where you are going.	Respect all students and our school.	Keep outside voices and noises outside.
<b>Walk/Bus Line</b>	Walk to your line, stay in line.	Respect adults and peers.	Wait for an adult to cross.
<b>Playground</b>	If it came out with you, take it back with you.	Follow directions from any adult.	Use the playground safely and respectfully.

“You seemingly waste a little time at the beginning to gain time at the end.”

---Lim Chye Tin

## The Three Steps to Teaching Procedures

1. **Teach:** state, explain, model and demonstrate the procedure.
2. **Rehearse:** rehearse and practice the procedure under your supervision.
3. **Reinforce:** reteach, rehearse, practice and reinforce the classroom procedure until it becomes a student habit or routine.