

# **7<sup>th</sup>/8<sup>th</sup> Reading Enrichment Procedures/Tips Brochure**

## **What Do I Bring to Class?**

- 1. Reading Book**
- 2. Paper**
- 3. Pencils**
- 4. Items that need to be returned to the Teacher**
- 5. Any group work that is being completed.**



## **Group Work**

- 1. Make sure that all members have a voice.**
- 2. Make sure that all members work on the project.**
- 3. Make sure that all members are treated with respect.**
- 3. Make sure your work is complete and attractive.**



## **What Do I DO During A CODE RED?**

- 1. Silently go to the designated area.**
- 2. Sit silently until the CODE RED is over.**
- 3. Follow all instructions from your teacher.**
- 4. If you are in the hall, go to the nearest classroom.**



## **What Do I do When I get to Class?**

- 1. Make sure I have brought everything I need for class.**
- 2. Go to the restroom or get a drink if needed.**
- 3. Turn off and put away any phones or other technology.**
- 4. Give the Teacher any signed papers that need to be returned.**
- 5. Be in your assigned seat when the bell rings.**
- 6. Sit in my seat quietly and read my book or work on boardwork until the teacher is ready to begin.**



## **What if I have Been Absent From Class?**

- 1. Give the Teacher your Admit Slip before the Tardy Bell rings.**
- 2. Wait for instructions, missed handouts, etc. that the Teacher will give you.**



### **What Do I Do if I am Tardy?**

- 1. Enter the room quietly.**
- 2. Give the Teacher any papers that need to be returned or lay them on her desk if a lesson is in progress.**
- 3. Quietly go to your seat or group setting.**
- 4. The Teacher or your group will catch you up with what is going on.**



### **When and How do I Turn in Homework?**

- 1. Turn in Homework when the Teacher asks for it. She will collect all of these types of papers at one time.**



### **What Do I Do When the Bell Rings at the End of Class?**

- 1. Wait until the Teacher finishes talking or giving instructions.**
- 2. Gather your things, return classroom materials to their proper place and clean your area.**
- 3. Push in your chair and quietly leave the room.**



### **What Do I Do if a Visitor Enters the Room?**

- 1. Ignore them. They are there to speak to the teacher or check out a book.**
- 2. Continue with what you are doing.**



### **When Can I Use My Phone or Other Technology in Class?**

- 1. Only when that technology is part of the lesson or you have permission from the Teacher.**



### **What if I Need To use the Restroom or Get Sick During Class?**

- 1. If it cannot wait until the Teacher is finished with instruction, raise your hand. If it is an emergency, quietly explain to your tablemate and leave. Your tablemate will explain.**
- 2. If the Teacher is finished with instruction, approach her to quietly ask permission to leave.**

