**Steps for Common Classroom Rules**

**Follow all adult directions:**

1. Listen carefully to the directions.

2. Ask questions about anything you don’t understand by raising your hand to be called on .

3. Begin following the directions immediately.

**Complete all assignments on time:**

1. Ask yourself "Is my work finished?"

2. Look over each question to be sure.

3. When you are sure your work is finished, hand it in.

4. Say to yourself "Good for me! I finished it."

**Start work immediately and work during all work times:**

1. Listen carefully to the directions.
2. Begin task immediately.
3. Work only on assigned task throughout work time.

**Keep, hands, feet and objects to self:**

1. Identify my personal space.
2. Recognize personal space of others.
3. Keep my hands, feet, and objects within my own personal space.

**Have materials ready to begin class:**

1. Determine what materials are needed. Ask yourself “What materials do I need for this class?”
2. Gather all needed materials prior to lesson/activity.
3. Follow procedures for borrowing any materials if needed.
4. Ask yourself, “Do I have everything I need?”
5. Recheck your materials and place in correct location as taught by teacher.

**Use materials / equipment as taught by your teacher:**

1. Listen carefully to teacher directions for material / equipment use.
2. Attend to any teacher demonstrations of material / equipment use.
3. Ask any questions about how materials / equipment is supposed to be used.
4. Use materials / equipment as taught each time.

**Use kind words and a positive tone of voice:**

1. Stop and think about what you want to express.
2. Think about the words to use. Use “put-ups,” not “put-downs.” Refer to word bank for examples of “put-ups.” \*Note students will need instruction on put-ups and put-downs through examples and non-examples.
3. Decide on words to use.
4. Speak your best choice in a positive tone. \*Note students will need instruction on positive tone through examples and non-examples.