

ROUTINES



In the Morning:

1. Unpack your bag and put it away.
2. Put up your foot and take down your chair.
3. Hand in homework and corrections in the correct bins.
4. Hand in any notes into the mailbox. Put up the flag!
5. Make sure you have at least 2 sharpened pencils in your desk.
6. Fill out your planner and show to Miss Crachi; bring your money bag.
7. Make sure you have a book.
8. Organize your desk and area.
9. Start your morning work.



End of the Day:

1. Bring everything in from the hall (nothing left on hooks).
2. Pack your binder into your back pack.
3. Make sure your desk, area, and cubby are neat and everything is put away.
4. Put up your chair. Nothing should be left on your desk (except tissues and hand sanitizer).
5. Take down your foot and put it on your desk. On Friday, put your foot and letters inside your desk.
6. Do your job if necessary.