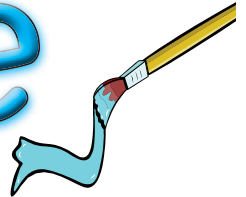


JOY SCHOOL Procedures



EducateMC.net/joy

Art Class Procedure



1 Always follow the **Lifegoals**.

2 **Wait** at the door until Mrs. Vigen invites you into the room.

3 Look for your seat.

4 **Sit down** and be ready to actively listen.

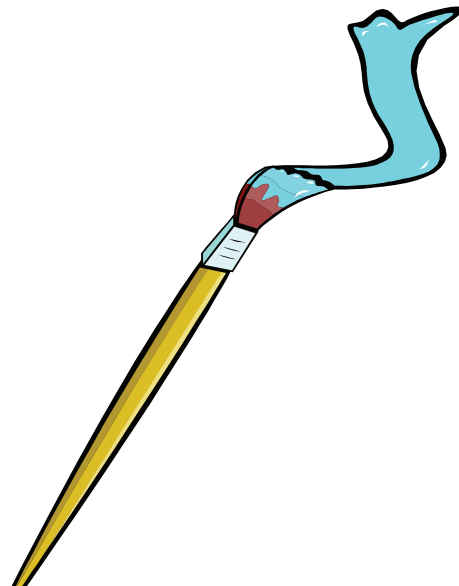
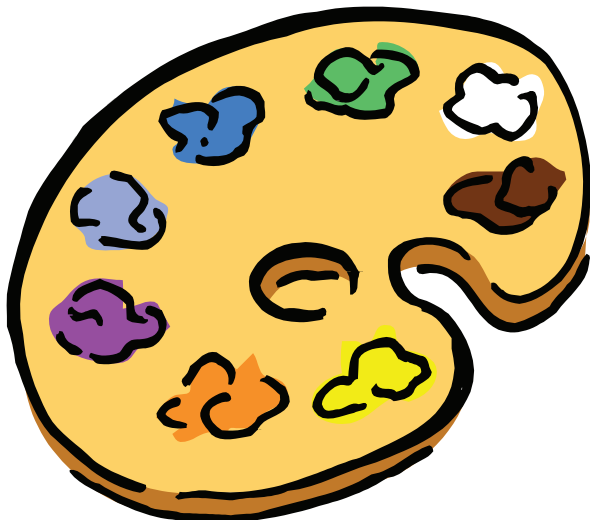
5 **Actively listen** to Mrs. Vigen give direct instruction.

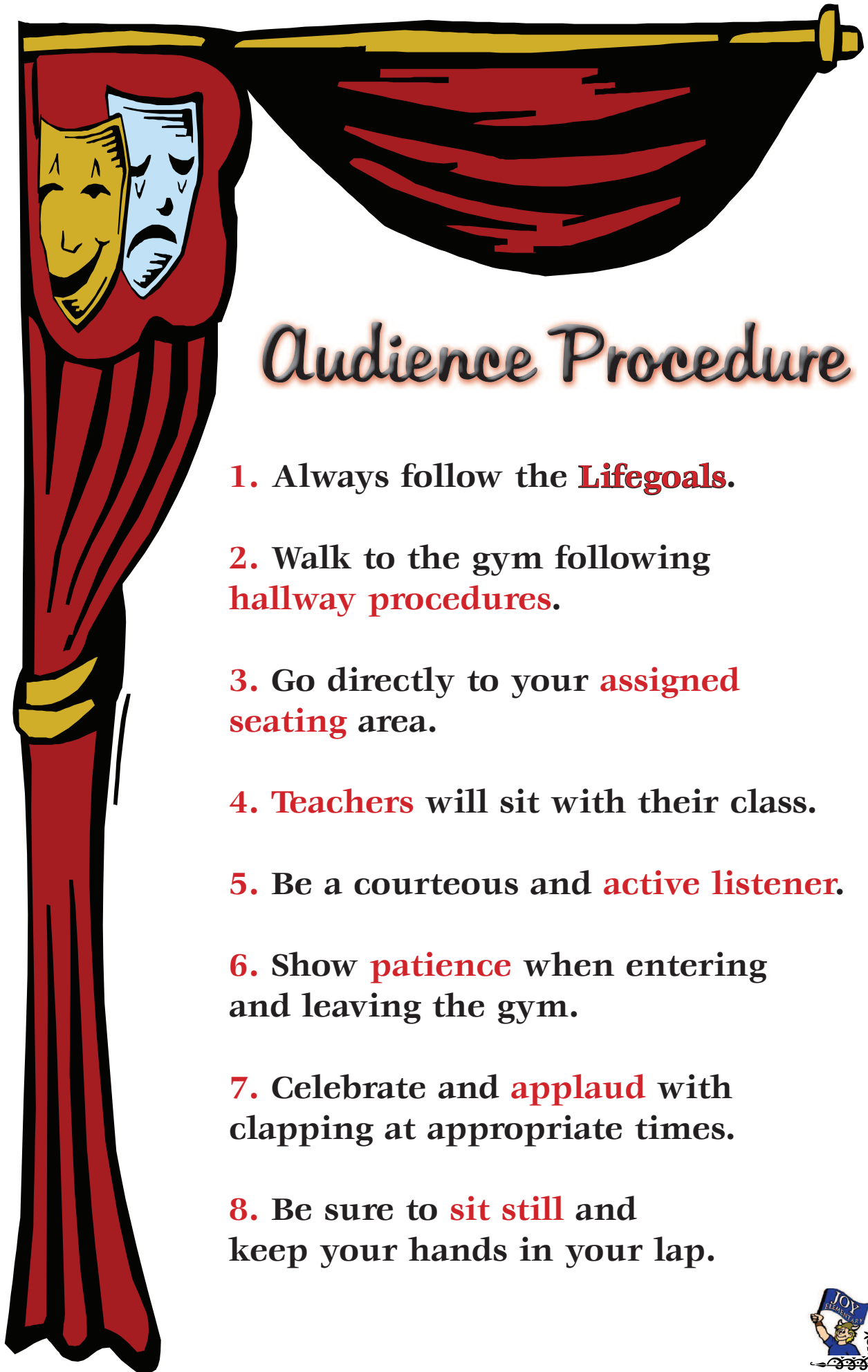
6 Begin working **quietly**.

7 When asked, begin quickly, quietly, and carefully **cleaning up**.

8 **Do your job** for your team:
gopher, housekeeper, leader, and collector.

9 Wait quietly for Mrs. Vigen to dismiss your team.





Audience Procedure

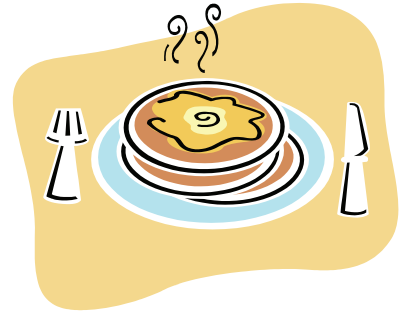
1. Always follow the **Lifegoals**.
2. Walk to the gym following **hallway procedures**.
3. Go directly to your **assigned seating** area.
4. **Teachers** will sit with their class.
5. Be a courteous and **active listener**.
6. Show **patience** when entering and leaving the gym.
7. Celebrate and **applaud** with clapping at appropriate times.
8. Be sure to **sit still** and keep your hands in your lap.



Before School Procedure

1. Always follow the **Lifegoals**.

2. Students may enter the front doors at **8:15 a.m.** for breakfast.



3. Wait for your teacher at your **assigned** door.

4. Enter the building using the **hallway procedure**.

5. Go **directly** to your classroom.



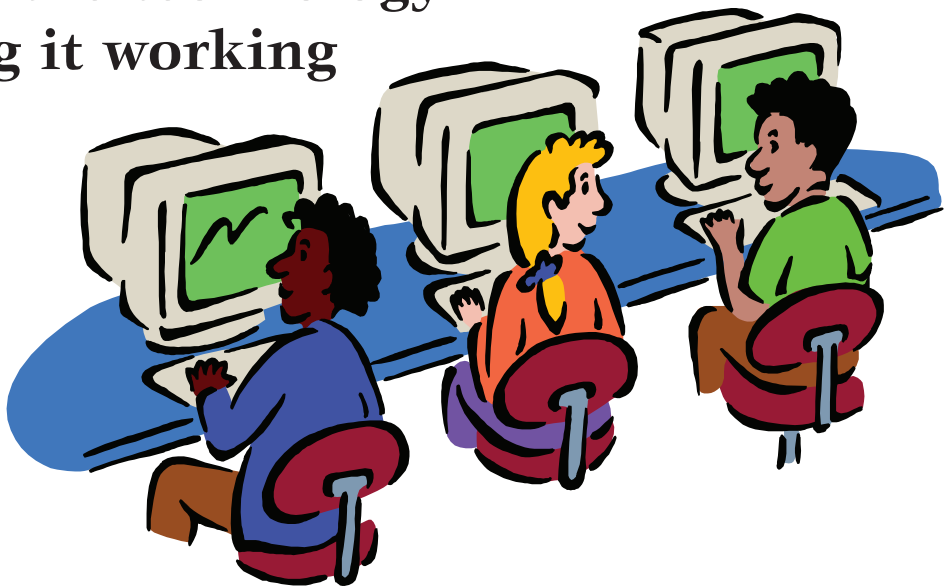
Breakfast Procedure

1. Always follow the **Lifegoals**.
2. Enter the front door at **8:15** and go **directly** to the dining room.
3. **Clean** your hands.
4. Get your breakfast and **tell your name** to the dining room assistant.
5. After eating, **clean** your table.
6. Weather permitting, go **directly** outside or to the back hallway.
7. **Leave** all food in the dining room.



Computer Lab Procedures

1. Always follow the **Lifegoals**.
2. Enter the Computer Lab **quietly** and find your computer.
3. No **gum** or **candy**.
4. Leave the headphones **plugged in**.
5. Raise your hand and **ask an adult** if you need any help.
6. When the adult asks you to log out, save your work and then **log out** right away.
7. **Push in** your chair and put your headphones back where they belong.
8. **Respect** the technology by keeping it working properly.



Dining Room Procedure

1. Always follow the **Lifegoals**.

2. Enter the dining room and **keep your coat** until you have been served.



3. Walk to the hand sanitizer and **clean** your hands.

4. Serve yourself a **milk**.

5. Walk to the serving line to be served using **patience**.

6. Give your **name** to the dining room assistant.

7. **Walk** quietly and carefully to your table.

8. If you need help, ask an **adult**.

9. When you are finished, **wait** for the adult in charge to dismiss you.



Emergency Drills

Procedure



1. Always follow the **Lifegoals**.
2. Be an **active listener** for directions.
3. Keep your hands and feet where they belong.
4. Take this **seriously**. It could save a life.
5. Remain **quiet** and with your class at all times.
6. When told you can return to class, walk in an **orderly manner**.
7. Go **directly** to your classroom.



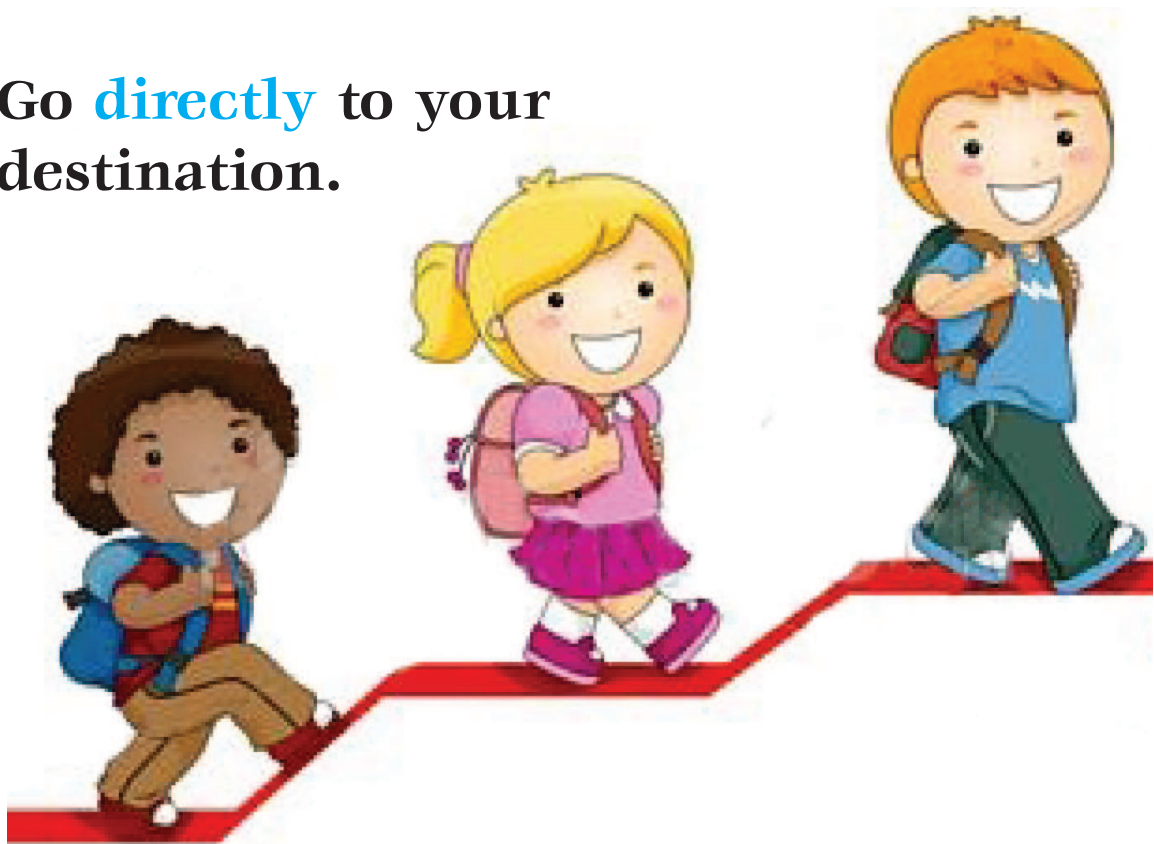


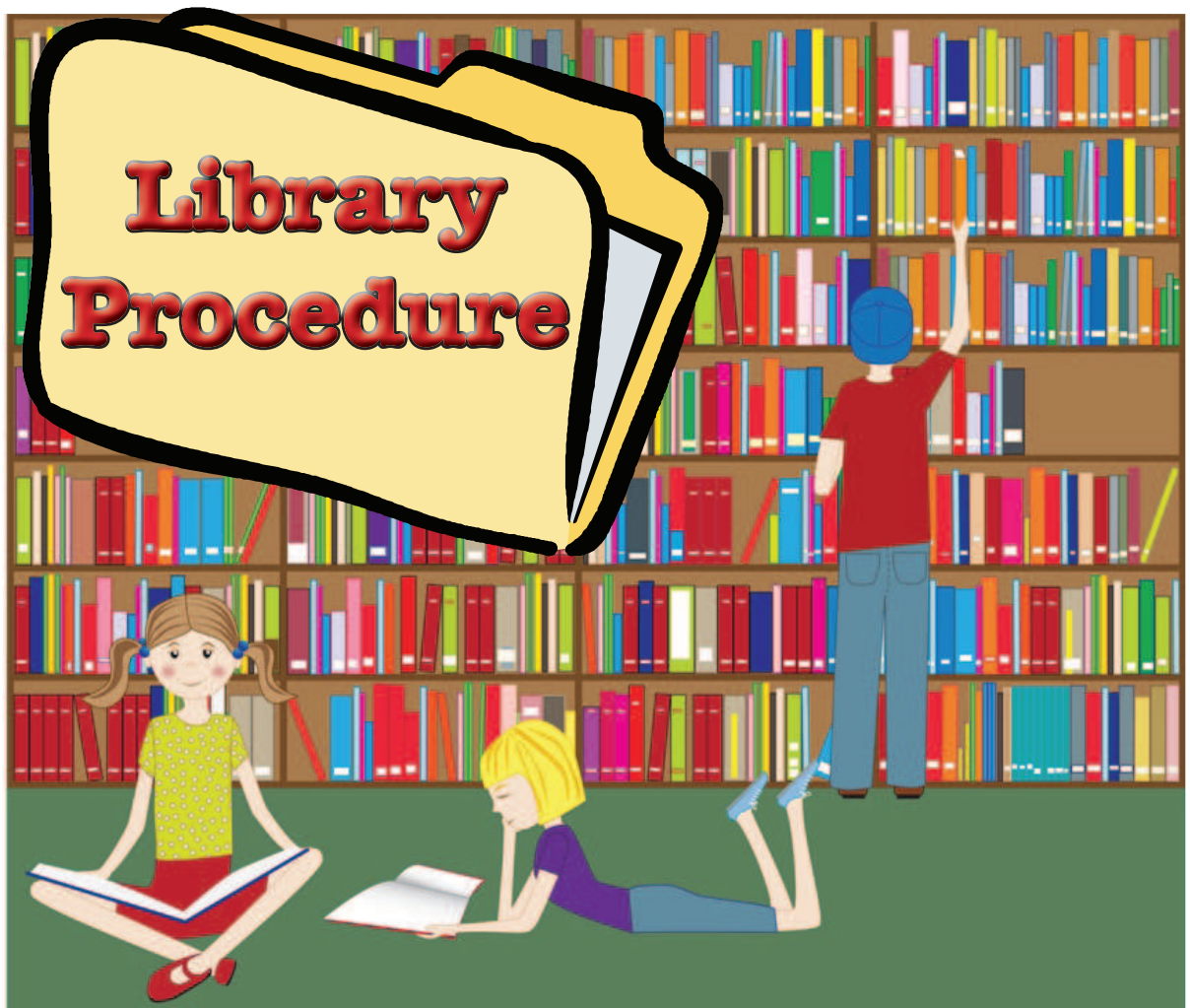
1. Always follow the **Lifegoals**.
2. Remember to be **flexible, patient, and kind**.
3. **Welcome** the guest teacher in a friendly manner.
4. Remember your **classroom procedures** and **school-wide procedures**.
5. Remember: The **adult** makes the decisions in the classroom.
6. Be sure to be an **active listener**.



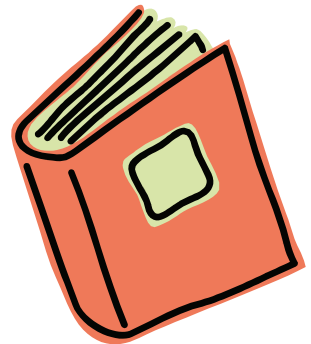
Hallway Procedure

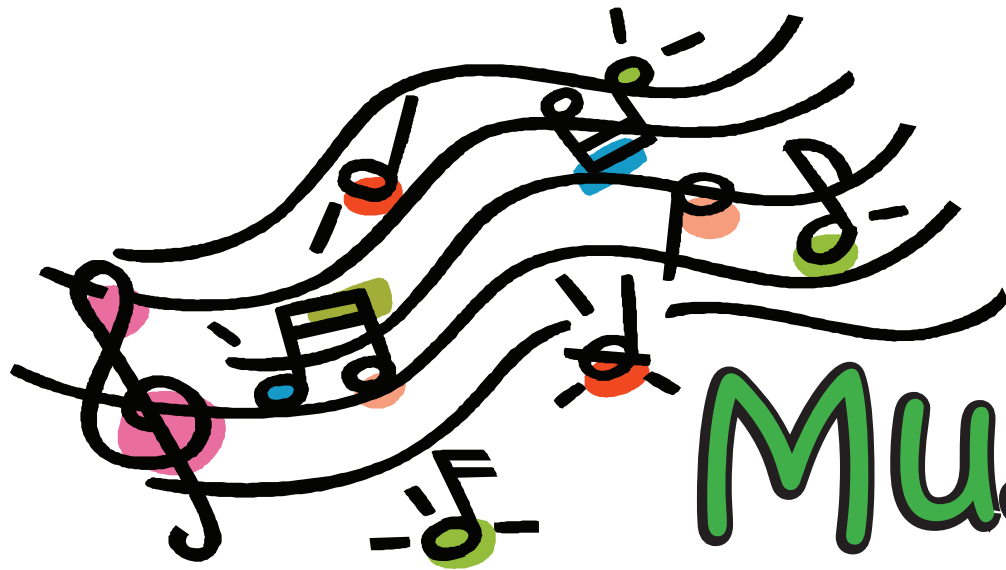
1. Always follow the **Lifegoals**.
2. Walk on the **right side** of the hallway.
3. Walk **behind** the person in front of you.
4. Keep your hands and feet to **yourself**.
5. If necessary, talk **softly**.
6. Go **directly** to your destination.





1. Always follow the **Lifegoals**.
2. Walk to the **story stairs** using patience.
3. Once we select our seats, we **sit still**.
4. We **actively listen** to the story.
5. When the story is finished, **participate** by answering questions.
6. When told by Miss Shelly, you may select your books for **checkout**.
7. Listen for your **name** to be called for checkout.
8. Walk **quietly** to the door and **wait** for your teacher to walk with you back to class.





Music Procedures

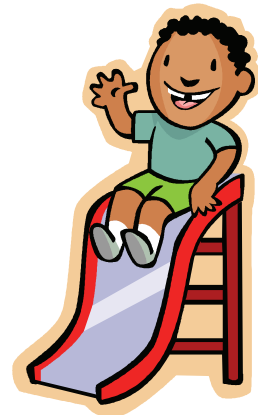
1. Always follow the **Lifegoals**.
2. **Wait at the door** until Mrs. Radke invites you into the room.
3. Enter the room and sit in your **assigned seat**.
4. Be sure to keep your hands to **yourself**.
5. **Wait** to be invited to touch the instruments.
6. **Wait** for Mrs. Radke to line you up at the end of class.





OUTDOOR RECESS PROCEDURE

1. Always follow the **Lifegoals**.
2. Follow the **hallway procedure** to the exit doors, and walk to the playground.
3. Recess begins on the **playground**.
4. If there is a problem, **tell the adult** in charge.
5. Recess ends when the **whistle** is blown.



6. If it is lunchtime, line up **quietly**, following the directions given by the lunch assistants.

7. Walk into the building **quietly**, following the directions of the adult in charge.



P.E. PROCEDURES

1. Always follow the **Lifegoals**.



2. **Walk** into the gym, stand on the **blue line**, and wait for Mr. Collins to give you directions.

3. Follow the **rules** in P.E., being sure to always be an **active listener**.

4. When the **whistle** blows, **line up** in an orderly manner.



5. Be sure to follow the direction of the **teacher** when it is time to put the equipment away.



6. Wait **patiently** for your teacher to pick you up.

7. Be **cooperative** and **think** through all of your decisions.





Restroom Procedures

1. Always follow the **Lifegoals**.
2. **Walk** directly to the restroom.
3. Respect each other's **privacy**.
4. Take initiative in **caring** for the restroom.
5. Use an **appropriate** amount of **tissue**.
6. Be sure to **flush**!
7. Always **wash** and **dry hands** before exiting.
8. **Walk** directly to your destination.



SNOW Procedures

1. Always follow the **Lifegoals**.

2. Be a good thinker and make **good choices**.

3. In order to play in the snow, you need to be wearing a **coat, snow pants, boots, mittens**, and a **hat** or hood.

Acceptable snow activities include:

- * running in the snow
- * rolling/making snow angels
- * making a snowman



4. You may play on the equipment or walk in the snow **if you are wearing boots**.

5. If you are only wearing **shoes**, you must stay on the pavement.

6. The snow should **remain on the ground** at all times.



Fire Drill

Procedure

1. Always follow the **Lifegoals**.

2. **Line up** and carefully
walk outside.

3. Go to your **meeting place**.
If you are not with your class,
find the nearest adult
and **stay** with him/her.

4. **Wait** quietly and patiently.

5. When the bell rings,
walk back into the
school in an orderly way.





Audience Procedures for School Programs

We would like to share with you the
Joy School Audience Procedures.

1. Please **stay seated** for the entire performance.
2. Please keep all **cell phones on silent**.
3. Be sure to **clap** at appropriate times.
4. At this time we will allow those of you who wish to **take pictures** to come up and do so.
5. When you have taken your photos, please **return to your seat** for the remainder of the show.

Thank you for coming!

