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| PlaybookMrs. Crane’s Classroom Procedures |  |  | Business Management & | |
|  |  | Administration Program | |
|  |  | **House**Room 220 | |
| **Head with gears** |  |  | **** | |
| 1. Come to Class FIRST! No passes from other teachers,  coaches, etc. Passes will be given to Counselor or Nurse  2. We are ALL unique! Respect other’s opinions  3. Communication Your Needs!  4. You learn from Your Mistakes, don’t be afraid to Learn! |  |  | Phone icon | Phones Put Away/Charge before class |
| Message icon | Make ALL Guest feel Welcomed! |
| Email icon | Report any damages immediately! |
| Earth icon | Clean Up After Yourself! Remember 1,2,3 |
| **Stopwatch** |  |  | **Podium** | |
| EARLY is ON TIME, ON TIME is LATE. LATE is UNACCEPTABLE.  Be where you are supposed to be, doing what you are supposed to be doing. When you are supposed to be doing it!  NO EXCEPTIONS … When late, sign Tardy Log!  On time is…1. In chair, in proper uniform, ready to start class! Otherwise YOUR LATE! Sign Tardy Log |  | Q | You are a leader and a representative of your family, school, and community AT ALL TIMES.  BE RESPECTFUL…ALWAYS  RESPECT . . .  Teachers  Administration  School  Peers  YOURSELF! | |
| Gavel Think BEFORE you ACT!  YOU are RESPONSIBLE for your ACTIONS!  CHOICES have CONSEQUENCES |  |  |
|  | **Splash** | |
|  Be constructive not destructive! Negative leaders drain energy while positive leaders fill other up with energy. Shut down negative vibes!  Remember add YET to I CAN’T…..YET!  Look Ahead, and Learn from Your Mistakes!  STUDENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PARENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Power** |  | The mistakes of yesterday may have consequences; that doesn’t mean that you can’t make better choices TODAY! You are the owner of your understanding.  KNOWLEDGE IS POWER! | |
|  | Cheers no “S” Words - Disrespectful  Be Prepared to Learn EVERYDAY! Bring Supplies, Be on Time, Give Effort!  C3B4Me! Try three resources Before giving up! | |