[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&docid=6ixa9ALtPZmOrM&tbnid=7eTBdQaURZFulM:&ved=0CAUQjRw&url=http://www.clker.com/clipart-24923.html&ei=dFYKUrC2CIHS9QTciIGABA&bvm=bv.50500085,d.b2I&psig=AFQjCNEGzgGfSMG-iaDq34ySqc8CunGH3A&ust=1376495574798691)Spanish Classroom Procedures

* **Entering the classroom**- Enter with an appropriate Spanish greeting, sit in your seat, place your homework on your desk, and begin working on the opening assignment immediately. **<Hola, Buenos días, Buenas tardes>**
* **Paper movement**- Pass in papers only when asked. You will pass your work right to left across the rows. Once all papers have reached the left row, the stacks will be passed to the front and collected. **<Entreguen los papeles>**
* **Don’t have your work?**- Get a yellow sheet, fill it out and turn it in in place of your work. Turn in your work to the makeup box by the door as soon as possible. **<Una hoja amarilla>**
* **Late entry**- If you are tardy, enter the classroom quietly, sign the tardy sheet by the door and place your pass (if you have one) in the late pass basket. Turn in your homework and quickly begin working on the current assignment. **<estás tarde>**
* **Raise your hand!**- If you need to speak, leave your seat, or leave the classroom, raise your hand, wait for Sra. Baldwin to address you and then make your request in Spanish. **<levanten la mano>**
* **Attention**- When I need your attention, I will stand with one hand up and quietly say “atención clase”. When you see my hand, stop what you are doing, turn and face me, and listen for instruction. **<atención clase>**
* **Group work**- When you are asked to form or change groups, do so quietly and quickly. You will have 30 seconds to transition into/between groups. **<trabaja en un grupo de 3>**
* **Absent?**- Upon returning to school, check the absent binder by the door and check with a friend for any missed assignments/information. Also check the class website. If you still have questions, see Sra. Baldwin before or after class. **<¿Estabas ausente?>**
* **When you finish early**- You may visit the reading corner or write in one of the writing journals. **<Leer, escribir>**
* **Dismissal**- Remain in your seat and working until Sra. Baldwin dismisses the class. **<Adios, clase>**
* **Hallways**- If we need to leave the classroom, we will walk quietly in the hallways and in a line, not a group. We do not want to be a disruption for other classes. **<una línea> <no hablen>**
* **Returning student work**- Graded work will be returned to you promptly. KEEP EVERYTHING in your notebook.
* **Interruptions**- Sometimes unexpected things happen. After an interruption, return immediately to your work. If a visitor enters the room or an announcement is made, you will listen and be respectful, but do not speak or acknowledge the visitor unless personally addressed. This includes students.