**Extra Time Procedures**

* Read your A.R. book.
* Study your spelling words.
* Complete your homework.
* Study basic math facts.
* Write a story.
* Doodle on a piece of scrap paper.
* Stay seated. Work quietly. Respect others who are still working.
* Keep your voice level at a "0" (silent) or "1" (whisper).

**CHAMPS Procedures**

C Conversation

0 = silent

1 = whisper

2 = conversation between yourself and a small group

3 = presentation to the class

4 = playground, outdoors

H Help

A Activity

M Movement

P Participation

S Success

**Tornado Drill Procedures**

1. Silently walk to the designated location for your class.
2. On the floor facing the wall, sit on your knees with your head down and your hands over your neck.
3. Remain silent.
4. Remain in this position until given the direction to walk quietly back to your classroom.
5. Use appropriate hallway procedures.

**Lockdown Procedures**

1. Remain silent.
2. Follow your teacher's directions.

**Fire Drill Procedures**

1. When you hear the fire alarm, quickly and quietly form a line to exit the classroom.
2. Walk quietly, single-file, out the appropriate door and to the designated area.
3. Once on the field quickly get into alphabetical order.
4. Remain silent.
5. When given the signal to return to the school, quietly walk back to your classroom with your class.
6. Use all appropriate hallway procedures.
7. Keep hands, feet, and objects to yourself when walking to and from the designated area.