![C:\Users\Genia\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GI6C37UJ\MC900021426[1].wmf]()![C:\Users\Genia\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\YIID5PCB\MC900437049[1].png]()

**Kendall’s Schedule**

**In the morning…**

1. Sign up for lunch
2. Empty red folder and put in cubby
3. Homework turned in.
4. Sit down and start morning work by 9:15.

**Before lunch…**

1. Straighten the top of your desk.
2. Clean the floor around your desk.
3. The inside of your desk must be clean before you go to lunch recess.
4. No loose papers in your desk.

**Before you go home…**

1. Straighten the inside of your desk.
2. Put your DPE on top of your desk.
3. No snacks or food left in desk

**Jon’s Schedule**

**In the morning…**

1. Sign up for lunch
2. Empty red folder and put in cubby
3. Homework turned in.
4. Sit down and start morning work by 9:15.

**Before lunch…**

1. Straighten the top of your desk.
2. Clean the floor around your desk.
3. The inside of your desk must be clean before you go to lunch recess.
4. No loose papers in your desk.

**Before you go home…**

1. Straighten the inside of your desk.
2. Clean the floor around your desk.
3. Desk cleared off except for your DPE.