



Sarah's blurbs are an excellent compilation of the basic procedures taught in many classrooms.

Collecting Seat Work

There are two ways we will collect seat work.

1. If the class is sitting in tables or rows, you will all hand in your work at the same time. You will put your paper in the middle of your table and make one pile or you will pass your paper down the row to be collected.
2. Sometimes you will turn in work as you finish it. You will put finished class-work in the "class-work" basket.

Notes from Home

Place all notes from home, including signed permission slips, book orders, etc., into the "notes from home" basket on the front table.

Restroom Breaks

A bathroom pass must be given to the teacher so that you can go out to the restroom or to get a drink of water. You can use one of these passes anytime, but not when the teacher is up teaching or giving directions. You will have 8 bathroom passes for a full month and 4 bathroom passes for a short month. Always behave appropriately when you are using the restroom and treat it with respect.

Daily Attendance

Every morning when you come into the classroom, you will take down the star on your cubby with your name on it. Put your star in either the school or home lunch basket. If your star is still up on your cubby, you will be marked absent. All of the stars in the school lunch basket will be counted for that day's lunch count to the cafeteria.

Going to Lunch, Assemblies, etc.

Our class will walk quietly in a single file when we go anywhere in the school. If you are carrying something while walking, like a lunchbox or a library book, please carry them carefully.

Lunchboxes can be carried back to the classroom after eating and put in the bin outside of our room before going out to recess.

Heading on Paper

Head your paper the same way on every assignment.

Subject	Number
Date	Name

Disaster Drills

There are different emergency drills that may happen during the year. Some of these may be earthquake drills, fire drills, or shelter in place. You will know what to do during each drill. These drills are serious, and you will not fool around during them. If we have to leave the classroom, please walk quickly in a single file line.

Lining Up Outside

Be respectful when you are lined up outside. Do not fool around, push or get out of line. You will stand in a single file line and wait to come inside the classroom.

Picking Students

You may be picked to help participate in class by having your name chosen out of our "sticks cup", by having your hand raised, or by another student choosing you to share in class. Students that are shouting out, wiggling their hands, or getting up out of their chair will NOT be picked to participate.



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Quieting the Class

When I need your attention, I will say, "I need your attention in 5 – 4 – 3 – 2 – 1." Your eyes and ears need to be on me by the time I get to 1, and you must be ready to listen.

Mailboxes

You will empty your mailbox and bring all of your graded class-work home every Wednesday and Friday.

Our two "mail people" will fill these mailboxes throughout the week.

"My Time/Your Time"

Every day you can earn time for special occasions—free time outside, early recess, class parties. If you work together and follow directions and do things in a timely manner, there will be time added to the "your time" section on the board. If there is any dilly-dallying, talking, or wasting time, time will be added to the "my time" side of the board. If time is owed to me, the class will give it to me during recess or lunch recess.

Unfinished Class-Work

Class-work that has not been finished on time will go into your "unfinished work" file. Unfinished work never goes into your desk. You may only have up to three pieces of unfinished work in your file. If you have more than three things to finish, you need to get the work done during recess time. All unfinished work must be finished by Friday. If it is not, then it will be sent home with a "weekly report" to be finished over the weekend. Parents must sign the weekly report.

Early Finishers

When you finish an assignment, turn it in after you have checked your work. Then check your unfinished work file to make sure it is empty. If it is, you may read quietly at your desk.

Recreational Reading books

You may visit our classroom library anytime you have some free time in class. You should always have one chapter book, that is your reading level dot, in your desk. Picture books are not allowed to be kept in your desk. You can bring books from home to read, as long as they are appropriate for school.

Bell-Work

After you take your attendance and lunch count by moving your star, you will go to your desk to do your bell-work. This will be done silently and on your own. It will be corrected as a class and collected.

Names on Papers

You must always put your name and class number on your papers. If you hear me say, "name check", it's a reminder for you to check your paper to see if you have your name and number. If you do, you will put a check mark next to it. If it is not, this is the chance to write it.

Absent Students

If you are absent, your seat partner will get a folder from the front of the classroom marked "absent work" and will put it on your desk. Any papers handed out that day will go into the folder. This folder can be collected by a parent or sibling at the end of the day, so that you can keep up on your classwork and homework.



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Changing Group or Subject Transitions

Time will always be given to go from one activity to another. You will be told what you need to do and how much time you have to do it. I will give 15 – 30 second warning and will count down the last 10 seconds so that all students can stay on task.

End of Day Dismissal

I dismiss the class, not the bell. You will be allowed to leave when you have gotten all of your homework and made sure that the classroom has been left neat and tidy.

Moving About the Room

Please be respectful when you are moving around in the classroom. There will be no running, jumping, or shouting in the classroom. This distracts everyone around you. Remember to always respect people and property around you.

Visitors

You must stay on task, even when a visitor is in the classroom. Be respectful to the visitor at all times. If I am talking to the visitor and you are waiting, please take out your classroom chapter book and read quietly.

Using the Classroom Phone

Please be quiet when you hear the phone ring and someone answers it. You are not allowed to answer the phone unless I ask you. If you are asked to answer the phone, please say, "Room 28, student speaking."

You may not use the classroom phone to call home unless I tell you that it is ok. To use the phone and call someone, you must dial 8 first and then your phone number.

Entering the Classroom

Please always come into the classroom quietly and ready to work. You are not allowed to be in the classroom without a teacher. Our classroom will usually be locked at recess and at lunch. If it is not, however, you may NOT enter the class for any reason.

Turning in Homework

Your homework is always due when you walk into the classroom at 8:20am. It should be checked for your name and number and then turned into the homework tray. If a homework assignment is missing, you will have to fill out a missing homework sheet, explaining why it was not done. If there is a very good reason – family emergency, etc., parents may write me a note and you may be given one more day to finish the work. Ball games, dance practice, etc., do NOT count as a family emergency.