

Procedures and Expectations for Room 9

Entering the classroom/morning routine:

- Hang up coats and backpacks in your locker.
- Greet your teacher at the door with a handshake, high five, wave or a hug! :)
- If you are eating breakfast, form a line at the counter. If you take ANY breakfast item, make sure you put a checkmark next to your name before grabbing breakfast and sitting down!
- If you are a “Breakfast” or “Lunch Count” helper, please do your jobs right away
- On Wednesdays, make sure you return your homework!
- On Thursdays, put your Wednesday envelopes in your mailbox. If there are any important papers for me, please put them on my desk.

Electronics:

- If you have any electronic devices or cell phones, they need to be turned in to me. They will be returned at the end of the day.

Breakfast/Start of day:

- Make your breakfast choice quickly and take your breakfast to a seat.
- During breakfast we will work on our spelling activities
- If you come in late, please come in quietly, and proceed with getting ready for the day.
- Once you are done eating, throw your garbage away, clean up your area, and continue listening to announcements or working on your spelling.

Classroom attention signal:

- When any adult gives the signal, ALL students need to stop, look, and listen immediately.

Different classroom attention signals	
Adult	Students
Hocus Pocus	Everybody focus
1,2,3 eyes on me	1,2 eyes on you
Mac and Cheese	Everybody freeze
Lincoln	Lions (clap, clap, clap)
Tootsie roll, lollipop	We've been talking, now let's stop
Hands on top!	That means stop!
Teacher claps out a pattern	students repeat the pattern and then listen

When you want my attention:

- When you have a question/comment raise your hand and wait for me to acknowledge you.
- If I am talking to another adult, you need to be polite and respectful and wait.
- The ONLY exceptions for interrupting are the following: throwing up, bleeding, fire, or a dangerous situation that needs to be addressed immediately. If you feel like you have to throw up, get to the nearest garbage can or get to the bathroom. You do not need to let me know first.

When a visitor stops by the classroom:

- When a visitor stops by the classroom, you may politely wave or give the visitor a quiet thumbs up and then continue to work quietly. If they are here for the class, wait politely for introductions and directions.

Voice Volumes:

0= no sound

1= whisper

2= table talk

3= strong speaker

4= outside

When you are tardy:

- Go to the office and get a tardy slip.
- Enter the classroom quietly and leave the tardy pass on my desk.
- Follow the normal procedures for entering the classroom.
- I will chat with you later about information you might have missed.

When you are absent:

- You must make up any work you may have missed when you were gone.
- If a worksheet was passed out, you will find it in your pocket chart.
- You will have two days (for each day absent) to get your work completed and turned in.
- If you need help or have questions, ask a classmate first (during a time that does not interrupt others or take away from the learning of other students).
- You can ask me for help at recess or after school if you do not understand the assignment.

Daily schedule:

- The class schedule will be posted each day.
- There are times when things come up and the schedule needs to be changed. Please understand this, and know that I will announce a schedule change as soon as possible.
- Please make sure that you have appropriate shoes on P.E. days and you bring your library books back the day before library day.

Jobs:

- Some students will have classroom jobs. You will have this job for 2 weeks. Here are the job duties :)
 - **Teacher assistant:** Collect papers, Run errands, Wednesday envelopes, WOW board helper
 - **Librarian:** Reminds students to turn books in on Tuesday morning, takes books to the library, keeps class leveled library neat and organized
 - **Line leaders:** Help get the class ready for the hall· Let teacher know when class is ready to go with a thumbs up· Stops if the class is talking to find more success
 - **Lunch count:** Reminds others to move clips· Fills out the lunch form· Clips it to the door· Tells the teacher who is absent· Returns the clips in the PM
 - **Breakfast manager:** Assists with breakfast count· Returns basket and milk· Takes out trash· Cleans sink
 - **Materials manager:** Passes out papers quickly and quietly· Helps pass out science and other materials
 - **Tech team:** locks/unlocks carts Checks to see they are plugged in correctly Transports Chromebooks· Helps students· Turns lab computers on/off
 - **Room Roadies:** Turns lights on and off· Turns projector on or off· Erases the board
 - **Hallway helpers:** Stand in the hallway and use the quiet sign to remind students to be quiet· Takes lunch tub down to the cafeteria· Bring lunch tubs back after lunch recess

Restroom:

When is it okay:

- Use the restroom during non instructional times, unless it is an emergency.
- Use the restroom at RECESS!

Procedures and responsibilities:

- Make sure you go, flush, and wash quickly!
- Please keep our bathrooms clean. Paper towels belong in the garbage can, not the floor! Toilets need to be flushed!
- The restroom is not a place to visit or mess around.
- **Sign out when you use the restroom during class time.** Sign your name and the time you left and returned. You do not need to sign out if it is an emergency and you do not have time to do so. You can explain later.

Drinks:

- You may get up and get a drink during independent work time or recess time only. This means if a teacher or another student is talking, you are sitting and listening :)
- I encourage you to keep a refillable water bottle at school.

Getting tissue:

- If you need to blow your nose, quietly get up, grab a tissue, blow your nose, and sit back down quickly and quietly. If you are sick, make sure to wash your hands.

Pencils:

- You need to have three sharpened pencils ready to go before you leave at the end of each day. You may sharpen pencils at your desk if you have a sharpener. If the sharpener becomes a distraction, I will ask you to take it home and use the school sharpener.
- There are always extra pencils. There is a container of sharpened pencils to borrow from.
- If your pencil needs sharpened, take out one of your spare pencils.
- If you borrow one of my pencils, you may return it after you sharpen it at the end of the day.

Headings on assignments:

- Every student will be assigned a number.
- You will use the top right corner of the paper
- ALL assignments need your name, your number, the date, the subject, and the assignment or page number.
- Example:

Bruce #18 8/25/19 Math p. 35 #1-25 odds
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Handing in work:

- All finished work is turned into the pocket chart with your number on it.

Working independently:

- Level 0 voice (unless told otherwise) is expected.
- Stay focused and on task.
- Do your best! It is OKAY to make mistakes! Be confident in YOUR learning process ...we all learn differently and at different speeds :)
- If you finish early, work on any assignments you are missing.
- If you have everything done you will be given the choice to read a book from your work bin or choose an “Early Finishers” activity from the list posted on the board. There is ALWAYS something to work on to make our brains stronger!

Working cooperatively:

- Work with your partner or small group in a respectful manner.
- Voice levels need to be appropriate for the activity.
- Each person in the group needs to participate!
- If you finish early, work on any assignments you are missing.
- If you have everything done you will be given the choice to read a book from your work bin or choose an “Early Finishers” activity from the list posted on the board.

Lining up/hallway:

- Stand quietly in the designated area with hands and feet to self.
- Stand directly behind the person in front of you with your eyes forward. We ALWAYS walk on the right side of the hallway. We keep our hands off of the walls and bulletin boards.
- Remember HALLway procedures (Hands to sides, All eyes forward, Level 0 voice, Legs are walking).
- Depending on where we are going in the building will determine our different stopping points. The line leader is responsible for stopping at these points. I will let you know where these are when we leave the classroom.

Recess:

- Make sure you are following hallway procedures until you get outside.
- You may use the bathroom before you go outside.
- During recess, follow all playground rules and listen and respect our playground supervisors.
- When the bell rings line up IMMEDIATELY!
- Voice level goes to 0 while standing in line so we can enter the building quickly!
- You may quickly get a drink, and then get ready for our next exciting activity.

Indoor Recess:

- Make sure you use the restroom and get drinks during your recess.
- Indoor recess activities/options:
 - Chromebooks (if they are available)
 - Games and puzzles (located in the closet closest to the door)
 - Be respectful of the games, or they will be off limits. Make sure you take care of all game pieces, follow all of the game rules included with each game, and include everyone. If the game can only have a certain amount of people playing.....take turns!
 - Coloring/Drawing: I have scratch paper in the middle shelf of my paper basket, or you can ask me if you need something special
 - Reading
 - Helping in a buddy classroom (if a teacher has requested this).
 - Sometimes we will watch videos, play a game as a whole class or exercise.

Lunch:

- Enter the lunchroom quietly and respectfully.
- Use hand sanitizer. If you need to wash hands, you will need to ask a supervisor for permission to walk to the bathroom.
- Walk on the black line and wait your turn quietly to enter your lunch number.
- Use your manners at all times.
- Remember to say, “Yes, please” or “No, thank you” when being asked if you would like a food item. Always, say “Thank you” when someone hands you your tray or helps you in any way.
- Smile and remember to treat others the way you would like to be treated.

Moving throughout the classroom:

- Walk in a safe manner.
- Be mindful of your fellow classmates and where they are sitting.
- Get where you need to be without talking to others. This wastes valuable learning time.
- Grab any needed supplies quickly!

Flexible Seating:

- Be respectful of the furniture and keep it clean. Your shoes need to stay off of chairs and desks. You need to keep your shoes on at all times while in the classroom.
- You may **walk** to the carpet area to choose a seat. I do not have enough seating for everyone, so we will take turns (evens and odds).
- Flexible Seating is something your teacher can take away at any time if you are not respecting your seating choice or those around you.
- We will rotate days that students are allowed to use flexible seating.

Supplies:

- Your book bins are located on the window wall on top of the counter. Please make sure you put them back in number order! This makes it easier to find them quickly!
- Work bins will include:
 - 3 classroom library books (one “good fit” and one picture book), a writing notebook, a writing folder, a pencil, a dry erase board and marker.
- Please keep book bins clean and neat. I will periodically check these. Book bins that look awesome may get a “Special Surprise”!
- White boards, clipboards, and paper will all be located on the shelves by the windows for everyone to use as needed.
- You will keep your supplies in your desk and extra supplies in your locker.
- If you have extra supplies that we won’t be using, I will ask you to take those home with you.

Chromebooks:

- Line up to the right side of the Chromebook cart to get your Chromebook and continue walking straight and walk back to your desk.
- Carefully grab your designated Chromebook with two hands.
- Always hug your Chromebook to your body when carrying it.
- Make sure your Chromebook is always in a safe spot.
- When you are finished using your Chromebook, be sure to log out.
- Place your Chromebook back in the cart, and plug it in to be charged. Make sure you have the charging end facing out and down.
- If you are a “Tech Team” person, make sure all Chromebooks are plugged in before we go home.

Classroom Library:

- Take good care of the books in our library. Carefully choose a book from our class library or a library book and place it in your book bin.
- When you finish reading the book, place it in the appropriate basket and make sure that it is facing the correct way and the pages are not bent.
- If you notice something is wrong with one of the books, let me know!
- If you are a “Library” helper, please check the library at least once per day, making sure books are where they belong, have stickers, and the baskets are where they belong.

Homework:

- Homework is due every Wednesday, and it needs to be turned into your pocket chart.
- You will get new homework sheet each Wednesday before you go home.
- Homework sheets are to be kept in your homework binder.
- Bring your binder back to school each Wednesday.

Assembly behavior:

- When entering the gym, do so quietly and go to our designated spot.
- Make sure you are sitting next to someone you will not visit with or mess around with.
- Sit on your pockets so the people behind you can see.
- Keep hands, feet, and objects to self. Keep an appropriate voice level.
- Wait for directions from the adult who is running the assembly.

Responding to a fire drill:

- Leave the building quickly and quietly when the fire drill bell rings.
- The first student will lead us to our designated area and stand quietly and appropriately along the fence until we are allowed back inside.
- Listen carefully and say “present” when I call your name.

Responding to a lockdown:

- Go immediately to the area along the sink and by my desk and sit QUIETLY.

- Remain calm!! I will ALWAYS keep YOU SAFE!
- I will lock the door.
- We will remain quiet until we get the all clear to go back to our daily routines.

Responding to a shelter in place:

- You will remain in the classroom and continue working quietly.
- Remain calm!! I will ALWAYS keep YOU SAFE!
- We will move around the building as needed.
- I will close the blinds, and we will need to stay away from the windows during this time.

Responding to a class hold:

- You will remain in the classroom.
- Remain calm!! I will ALWAYS keep YOU SAFE!

Getting ready to go home/Exiting the building:

- Everyone helps to clean our room.
 - Make sure all garbage is off the floor.
 - Make sure all supplies are put away in the appropriate place.
 - Make sure all seating options are in the designated area or on the tables.
 - Make sure to stack your chair in the correct place.
- Make sure you have everything you need, including 3 sharpened pencils.
- You will be dismissed by the teacher (not by the bell) once you are ready.
- You will get a high five, handshake or hug before leaving :)
- Be safe on your way home, and get where you need to be right away.

Schedule:

Monday: Counseling at 2:45

Tuesday: Gym at 1:00

Wednesday: Library at 10:45

Thursday: Gym at 9:00

Friday: Music at 11:00

AM recess 10:30 PM recess 2:15 Lunch 12:10-12:50

Dismissal at 3:20 everyday except Wednesday (2:40)

ECS: Monday and Wednesday from 9:00-9:30

Intervention times: Reading: 11:30-12:10 Math 1:45-2:15