

Procedures for Our Classroom

Ms. Ryan 5th Grade

Give Me Your Attention

Give Me Five: When you hear or see the signal, the following should take place:

1. Eyes on speaker
2. Mouth quiet
3. Be still
4. Hands free
5. Listen



Morning Procedures

1. Greet me with a SMILE and a hello or high-five.
2. Hang up jacket and backpack.
3. Turn completed homework assignments into the tray.
4. Gather any supplies you will need for the day.
5. Check the SMART board for morning work and daily tasks. Work quietly at your seat.
6. If finished with the above, give yourself a pat on the back and read silently at your seat.

Sharpening Pencils

1. You should have at least two pencils each morning to keep at your seat for the day.
2. If both pencils break while you are working, you may quickly and quietly sharpen one. If I am instructing or we are having a class discussion, quietly borrow one from your neighbor or wait until we are finished.

Lining Up

As fifth graders, this should be a piece of cake. When I ask you to line up you must pay attention and listen with your mouths quiet.

If we line up in a noisy or inappropriate fashion, we will ALL sit back down and try it again.

This may mean that we are late for important events such as recess, lunch, assemblies, etc. It is your choice.

Walking in the Hall

In the halls, you will serve as **role models** for the younger students and other classrooms.

1. Stay in line.
2. Keep your hands and feet in your own personal space.
3. Keep your voices off or so quiet I cannot hear you.
4. Line leaders will stop at the end of each hallway so we can all stay together. They will keep a nice pace when walking at all times.

Restroom/Drink Breaks

You will be expected to use the restroom/drink breaks provided throughout the day.

There is to be no talking in the restrooms. A monitor will be assigned if this becomes a problem. While waiting, please read one of your independent reading books.

If you must leave the room at another time during the day (restroom, drink, nurse), follow these directions:

1. Raise your hand with the appropriate hand signal. Please try to wait until work periods to ask for permission. *You may not leave during instruction time, so do not ask.
2. If you have my permission, go quietly and return to the classroom as soon as possible. Remember to take the restroom pass with you.

Lunch Procedures

1. Listen as I call you to line up.
 2. Walk slowly and quietly to the door.
 3. Cold lunch will enter the cafeteria and find their seats.
 4. Remaining students will get their main dish and side dishes and pay for their lunch.
- *All students are expected to be respectful of the lunchroom rules - No exceptions.

Choices if Finished with Work Early

1. Check your work over looking for any possible mistakes or errors.
2. Check that your **name** and **number** are written neatly at the top of the page.
3. Place your work in the correct tray or assigned location.
4. Find a book on the classroom shelf or a library book to read quietly. You can also work on any other work that you may need to finish.

Group Work

1. Listen closely to the teacher's directions.
2. Listen for your job and/or responsibilities.
3. Take all supplies needed to your group's working area.
4. Talk to each other using soft voices.

End of the Day Procedures

1. Copy the planner page from the Smart board.
2. Have your planner checked by the teacher for completion.
3. Clear off your desk and clean up your area.
4. Take any needed books/materials out of your desk/cubby and load them into your backpack.
5. Find a book from the counter and read quietly or listen to the read aloud.

Classroom Management:

Ticket System- Two tickets will be given out every morning to every student. The goal is to have a minimum of 16 tickets by the end of every two week period in order to participate in an extra recess or designated activity. Students may lose tickets the following ways:

- Repetitive talking in the classroom and/or hallway (1 ticket)
- Problems in any specials class (PE, Music, Health, Art, Library, Counselor) (1 ticket)
- Problems in the lunch room- dependent on the issue (1 ticket)
- Problems at recess- dependent on the issue (1 ticket)
- Planner not being signed (1 ticket)
- Disrespectful behavior (2 tickets)
- Office Referral (2 tickets)

Stamp Cards (Whole School Reward System)-

Each student is given a stamp card containing 20 slots to be filled with a stamp. Students will be awarded certain prizes after they have filled each card.

*It is your CHOICE to DECIDE how YOU will act in any given situation...
Choose wisely.*

I understand and agree to follow the above procedures during this school year.

Date _____ Student Signature _____

I have discussed the above procedures with my child and will support them during this school year.

Date _____ Parent Signature _____