

5D
Classroom
Routines
and
Procedures

2018/2019

Be a STAR learner!

Show respect

Take responsibility

And

Ready to learn

Expectations

Listen Carefully

Follow Directions

Work Quietly. Do not disturb others who are working.

Respect Others. Be kind with your words and actions.

Respect school and personal property.

Work and play safely.

Classroom Routines and Procedures

Be Prepared for School

- Get a good night's sleep
- Eat a good breakfast
- Come to school on time
- Bring a healthy snack
- Only water allowed in classroom
- Bring homework, supplies and your planner to class
- Be prepared for recess by dressing appropriately for recess

Beginning of the day

- Greet your teacher each morning with "hello or good morning"
- Put away your backpack & get all your supplies that you will need
- Turn in any homework to the try on the counter
- Make sure you have two (2) sharpened pencils
- Make sure your water bottle is filled
- Finish your classroom assignment (if you have one)
- Bell rings at 7:40, if you are not in the classroom you are tardy, you will need to get a tardy slip

During class time

- You may use the bathroom any time except during direct instruction or during group collaboration (emergencies excluded)
- You will need to sign out when you go to the restroom and sign back in when you return (remember to wash your hands)
- Fill your water bottle at the beginning of the day or at lunch
- If you do not have a water bottle, follow the same procedure as going to the restroom
- Stay on task, actively participate, problem solve through respectful communication and compromise, stay with your group or partner
- Independent work is done at your desk unless otherwise directed
- Snack time is after "specials"
- Talking at an acceptable volume is fine but there are times when silence (no talking) is necessary, I will help you with this

Assignment

- All assignments need to have your name (first) and number on them, they should be on the line not in the air
- You should date your work and entries in your journals
- If you do not complete an assignment within the specified time you will need to go to study hall which is during recess unless otherwise directed
- If you are absent, it is your responsibility to ask the teacher for assignments you may have missed
- You will have the same amount of time to complete assignments that you were absent, make sure you write absent at the top of the assignment
- If you are unclear about an assignment "ask 3 than me" unless it is a test/quiz, then raise your hand
- If you finish an assignment early see poster for things to do

Classroom Library (Ms. Winfrey's Room)

- Treat all books with respect
- You may read anytime you have finished all other work **
- Stay at your desk to read unless otherwise directed
- You must check out books from the class library using the sign-out procedure (Ms. Winfrey will explain)
- Keep the classroom library neat and orderly, returning books to the proper place, follow directions given by class librarian
- Books are not to be removed from the classroom until approved

Computers (classroom 1 to 1 ipads, desktops, laptops, personal devices)

- Only one person per device unless otherwise directed
- Headphones or earbuds must be used when using sound
- You must have approval before you print anything
- Know how to use your flash drive and use it to save all work
- Use your device responsibly; games, texting anyone, air dropping or surfing the net is not allowed unless otherwise directed
- Before you can bring your own device, I need to have a completed form on file
- Read and review the 1 to 1 ipad student agreement/handbook, sign and turn in the last page

Hallways

- Stay in line, number order one behind the other, 5th graders are bigger and take up more room, we do not walk side by side
- Walk on the right hand side of the hallway unless otherwise directed
- We are quiet in the hallways, no talking, it only takes about 90 seconds to get where ever we are going, you can be quiet for that amount of time
- Stay together, no big gaps in the line as we walk through the halls

End of the Day

- Make sure your assignments, notes or project due dates are recorded in your planner
- Put your homework, needed materials and other mail to be taken home in your backpack
- Do your classroom job
- Line up quietly, in number order and wait to leave
- Stay together, no big gaps in line
- When we get outside everyone says good-bye and gives a fist bump

Fire Drills, Tornado Drills, Lock Down:

- Fire Drill
 - *Line up quickly and silently at the door
 - *Follow Fire Drill procedures
 - *No talking in the halls or outside
 - *Once we are back in class let's get back to work
- Tornado Drill
 - *Line up quickly and silently at the door
 - *Follow Tornado Drill procedures
 - *No talking/listening for instructions
 - *Once we are back in class let's get back to work
- Lock Down Drill
 - *Move quickly and silently to designated area in the classroom
 - *Follow Lockdown Drill procedures
 - *Absolute Silence; our safety depends on this
 - *Once we are back in class let's get back to work

Problem Solving

- Problem at Recess
 - *Try to solve the problem calmly using Conflict Resolution
 - *Move away from the situation
 - *Ask a recess duty teacher for help, if necessary
- Problem with Friends
 - *Look for a Win/Win
 - *Seek to understand than to be understood
 - *Apologize
 - *Take a break from your friend
 - *Be polite
 - *Ask an adult for help
 - * Ask to see the counselor
- Problems with Grades
 - *Ask for help-parents, friends, teachers
 - *Talk to your teacher about your grade
 - *Make a plan as to how you can improve your grades
 - *Follow your plan, if it is not working, adjust your plan

If you or someone is seriously hurt or injured, get a teacher immediately.

If you or you know of someone being bullied, talk to a teacher or the counselor immediately.