

Classroom Procedures



Start of the Day

1. Enter the room quietly.
2. Take your homework folder and any other necessary items out of your book bag.
3. Hang your coat and book bag on your hook and place your lunch on the shelf.
4. Sharpen 2 pencils
5. Sit down at your seat and read the board to begin your morning work.
6. You may not leave the room after entering unless you check with Mrs. Snodgrass first.

Morning Work

1. This is quiet time so that Mrs. Snodgrass can check homework folders and do lunch count.
2. Look at the board for your directions and begin working.
3. When your name is called, say hot or cold and bring your homework folder to Mrs. Snodgrass's desk.
4. Do not come up to Mrs. Snodgrass's desk with morning work questions until lunch count is finished.
5. When you finish your morning work, put it face down on the corner of your desk for Mrs. Snodgrass to check and make a quiet choice.

Pencil Sharpening

1. Sharpen 2 pencils in the morning before beginning morning work.
2. If your pencil breaks during the day, and Mrs. Snodgrass is talking, raise your hand and Mrs. Snodgrass will bring you another pencil.
3. If your pencil breaks during the day and Mrs. Snodgrass is not talking, you may quickly go sharpen your pencil.

Bathroom/Drinks

1. We will have bathroom/drink breaks throughout the day. I will call rows or groups to go to the bathroom one at a time.
2. Anytime you use the bathroom, you may also get a drink.
3. If you need to use the bathroom during the day, you must first check with Mrs. Snodgrass.
4. If Mrs. Snodgrass is talking, please wait until she is finished unless it is an emergency.
5. If you need a drink during the day, you must first check with Mrs. Snodgrass.
6. Mrs. Snodgrass will let you go to the bathroom and get a drink when you ask unless you are not using proper bathroom or hallway behavior.
7. If you bring a water bottle to school, it must only contain water, and can only be filled in the morning or after recess during your bathroom break.

When you have a question...

1. Raise your hand quietly and wait to be called on. If we all talk at once, no one can be heard.
2. If Mrs. Snodgrass sees you raising your hand, she will know you have a question and will give you a chance to talk. Waving your hand in the air or make noises is not necessary, and will not make Mrs. Snodgrass call on you quicker.
3. Mrs. Snodgrass will let you know if when there are times we can call out the answer, and when you should raise your hand to answer. Make sure you listen!

Exiting the Room

1. When it is time to leave the room, Mrs. Snodgrass will call the line leader and door holder to line up first, and then she will call other rows that are sitting quietly.
2. We wait in line quietly. Mrs. Snodgrass will wait until the line is ready to leave the room. The line is ready when everyone is facing forward, hands by their sides, and not talking.

In the Hallway

1. When we are in the hallway we are not talking so that we do not disturb the classes that are learning.
2. We walk on the right hand side of the hallway and the stairs.
3. We stay in line, one student behind another, not side by side.
4. There will always be a line leader and a caboose. The line leader will always walk first, and the caboose will always walk last.
5. Good behavior in line means not talking, keeping our hands to yourself, and walking behind the person in front of you.

Entering the Classroom

1. When entering the classroom, please enter quietly.
2. Go directly to your seat, and wait for Mrs. Snodgrass to give you directions.

Turning Papers In

1. Before turning your paper in, make sure you have your name and number at the top.
2. All completed assignments go in the trays under the behavior chart.
3. The trays are labeled by subject, so make sure you put your paper in the correct tray.
4. If you have finished your work early, please make a quiet choice. See the quiet choice poster on the whiteboard.

Take Home Folders

1. Take home folders should be taken home every day.
2. Make sure you show your parents your folder so they can sign it.
3. YOU are responsible to bring the folder to your parents.
4. It is very important to bring your take home folder back to school everyday.
5. If your parent has signed your folder all 5 days of the week, you will receive a ticket for a prize drawing on the following Monday.
6. Prizes include free homework passes, stand wherever you want in line, eat lunch in the room with a friend, and more.

Home Reading Log

1. Your homework every night is to read for 15 minutes.
2. One night a week you will do a reading response assignment.
3. If you forget to do your home reading, you must read at recess time. The three strikes you are out rule is in effect.
4. If you read every single day of the month and turn in all of your reading responses, you will be invited to Lunch Bunch.
5. Lunch Bunch is a group of students who meet for lunch and recess in the classroom one day of the month set by Mrs. Snodgrass.
6. During Lunch Bunch, those students will get to vote on watching a movie or playing games.
7. If a student does not complete their reading log (even just missing one day!) they will not be invited to lunch bunch that month, but can try again next month.

Packing Up

1. Before lining up to go to P.E. at the end of the day, you should check your mailbox.
2. Put any mail in your take home folder, and place the folder on top of your desk.
3. When P.E. is over, we will come back to the room and bus students will immediately get their book bags, pack up, and leave. You will have time to get a drink on your way down to the bus.
4. When the bus students have left, I will call rows for the rest of the class to get a drink, then get their book bag and pack up.
5. We will wait at our desks until Mrs. Snodgrass asks us to line up.

Bringing Toys to School

1. Any toys brought to school must be left in your book bag.
2. If Mrs. Buenting approves, you may bring sports items, such as a football or a jump rope, to play with at recess.
3. Game Boys and mp3 players should not be brought to school as a school rule, unless you are given specific permission by your teacher.
4. Any teacher is allowed to take away any items brought to school being used inappropriately.

Free Choice Friday

1. Students who have completed all the work in their unfinished folder will be able to participate in Free Choice Friday during reading time.
2. Free Choice Friday allows you choose which activity you would like to do during small group time. You will have choices like playing a reading game, doing a reading activity on the computer, reading with a friend, spelling hangman on the whiteboards, and more.
3. If you have any missing assignments, you must complete the assignments before making your free choice.

Classroom Jobs

1. Our classroom has a job board.
2. Each week the jobs are rotated.
3. You may do your job when you have completed all of your work or during free times.
4. Our classroom only works well with your help!
5. If you would like to help another person with their job, you must ask their permission before helping. You may not do another person's job without asking.

Consequences

1. Sometimes we make mistakes, and that is okay! The first time a rule or procedure is broken, Mrs. Snodgrass ask you to turn your card from green to blue and remind you of the correct behavior.
2. The second time you display inappropriate behavior, you will move your card to yellow and loose a privilege, such as 10 minutes off recess.
3. The third time you display inappropriate behavior, you will move your card to orange and Mrs. Snodgrass will call your parents or send a note home.
4. The forth time you display inappropriate behavior, you will move your card to pink and will be sent to talk to Mr. Shaw.
5. Some behaviors that are extremely inappropriate, such as fighting, could mean that you are sent directly to Mr. Shaw and will immediately get a pink card.

Rewards for Good Behavior

1. If you do not turn any cards and are on green all day, congratulations! You will receive a sticker on your incentive chart.
2. When your incentive chart is full, you will receive a prize!
3. There may also be rewards for days that the entire class does not turn their card!

Borrowing Classroom Books

1. Our classroom library has many books that you may read!
2. Before taking any of the books home, you must return a form signed by your parents that says you will be responsible for the book if anything happens to it.
3. Anytime you borrow a book, you will need to keep it in a Ziploc bag anytime that you are not reading it so that it doesn't get torn up. You may get a bag from Mrs. Snodgrass.