Classroom rules

Be responsible
Be respectful
Be safe
LEARN!

Classroom Behavior

GREEN: Super GREAT Behavior!
YELLOW: Verbal warning and yellow parent sheet sent home to sign
ORANGE: Lose 5 minutes of recess and orange behavior form sent home to sign
RED: Detention and red behavior report sent home to sign

If a student is on Green at the end of the day, they will get a tootsie roll or a sticker.
If a student has Green ALL WEEK they will get a BIG prize on Friday.
If a student only has Greens and Yellows all week they will have FUN FRIDAY!

Classroom Procedure

Fire drill

- Stop everything immediately!
- Walk outside RIGHT AWAY
    - Do not run or push
    - Do not cover your ears
    - Hands behind your back right away
    - Do not walk around classroom aimlessly
    - Do not stop at doors or in the hall, KEEP WALKING!
- Wait patiently, calmly and quietly outside in line
- Talking during a fire drill will result in an AUTOMATIC detention
- Safety is our priority!
- When we are safely in line the teacher will call your name… respond with "here" immediately, then return to being silent
    - Do not touch any other students
    - Do not kick rocks or grass

Morning Routine

- Enter classroom quietly and politely
- Go directly to seat
- Safely and quietly put your chair down
- Unpack
    - Take out homework and agenda along with any notes for Miss Chapman

    - Put binder and text books back in/under desk
    - Put water bottle ON THE FLOOR
- Begin Morning Seat Work
- When called put homework and agendas in top cubby and backpack and jacket and lunchbox in bottom cubby
    - Make sure you have two sharpened pencils, one pen, and one highlighter
- Read today's schedule
- Complete morning seat work
    - All parts of morning seat work must be complete within the first 30 minutes of the school day or they will be completed at opportunity club

Pledge of Allegiance

- Stand Up
- Push in chair
- Face the flag
- Place your hand on your heart
- Say the pledge

Late Procedure

- Enter quietly
- Let the teacher know you are here
- Do not disturb any other students

End of the day routine

- When called by the teacher, pack up all belonging needed from desk and cubby
- Return to desk and silently read
    - Clean all trash within three feet of your desk
    - Straighten up rows/column of desks
- When called, stack chair and get in appropriate line
- Wait in line for the rest of class
    - DO NOT JUST LEAVE

Classroom Jobs

- Students will receive a classroom job AT LEAST once a month.
- Line Leader
    - Stand 1st in line
    - Walk in the front of the line ALWAYS
- Door Holder
    - Stand 2nd in line
    - Hold Doors
    - When class is done going through the door, walk at the end of the line.
- Lights
    - Stand 3rd in line
    - Turn off lights before you pass through classroom door

    - Turn on lights when entering the classroom door
- Library Helper
    - Organize the classroom library
    - Put away returned books
    - Check each category to make sure that the correct books and in the correct place
- Teacher Helper
    - Give out hand sanitizer WHEN ASKED
    - Check classroom supply shelf
    - Assist teacher with notes/messages to the office
    - Walk sick students to the nurse
- Pencil Sharpener
    - Sharpen classroom pencils
    - Put dull pencils in a bag if there is not time to sharpen
- Paper Collector
    - Collect papers WHEN ASKED
    - Place papers in the designated area
- Substitute
    - Fill in for any students who are absent and have a job

Handwriting

- All students are expected to write in correct Spalding handwriting
- "Sloppy" handwriting will not be graded
    - It will either be redone or receive a 0%
- We review handwriting daily and students are expected to write in Spalding handwriting in ALL subjects
- We will begin learning cursive handwriting in October
- Students struggling with handwriting will have extra handwriting assignments

Garbage

- Garbage goes into the trash can next to the door
- Do not throw garbage onto the floor
- Do not hide it in places around the classroom
- If you have garbage at your desk… do not ask to throw it away when the teacher is talking
- Throw away garbage during free time/transition time
- Do not play any games when throwing away garbage
- Pick up garbage even if it isn't your trash

Leaving Seat

- Do not leave your seat without permission
    - 1 finger-Tissue
    - 2 fingers-Pencil
    - 3 fingers- band aide
    - 4 fingers- bathroom

    - 5 fingers-question

Pencils

- Start each day with 2 sharpened pencils
- If your pencil breaks…
    - Use your manual pencil sharpener at your desk
    - Trade your pencil from the sharpened pencil bin
        - MUST LEAVE A PENCIL TO GET A PENCIL
- Students may NOT use the classroom pencil sharpener during the day

Attention

- If class bell rings, STOP EVERYTHING AND LISTEN
- If teacher says class chant, STOP EVERYTHING AND LISTEN
- If teacher says class call back, RESPOND THEN STOP EVERYTHING AND LISTEN
    - *Teacher "Ready To Listen?"*
    - *Students "Ready to Learn!"*

Raising Hand

- When raising hand hold it high above your head and wait to be called on
- DO NOT SAY OR SHOUT TEACHERS NAME

Bathroom

- Students are allowed one independent bathroom break during the day
- The class take a whole class bathroom break once a day
- Students have an opportunity to go to the bathroom at morning recess
- Students have an opportunity to go to the bathroom at lunch recess.
- *If it is an emergency and students ask after there one independent bathroom break of the day, I will ALWAYS let them go… if it becomes excessive and is disrupting learning I will contact the parents to let them know*
    - Raise four fingers
    - Wait for a teacher thumbs up
    - Grab bathroom pass and move class bathroom magnet
    - Walk and leave the classroom with the bathroom pass
        - Only one girls or one boy allowed in the bathroom at a time
        - Walk in the halls
        - Do not talk in the halls
        - Do not talk in the bathroom
        - Wash your hands with SOAP
        - Do not play in the bathroom
        - Use paper towels to dry your hands
        - Throw paper towels away in the bathroom trash can
        - You should be gone for less than 3 minutes
        - Walk quietly back into the classroom
        - Return to your work

        - Take the quickest route to and from the bathroom

Line Up/Walking In Line

- Put all work away when instructed
- Do not leave items on the floor or desk
- When called push in chair ALL THE WAY and line up QUITLEY
    - Unless otherwise stated
- Line up in number order
    - Hands and feet are completely to yourself
    - Eyes are facing forward
    - Watch where you are walking
    - No TALKING
    - Hands are behind your back
- You do NOT touch the wall
- You do NOT touch other students
- You do NOT leave the line without permission
- There is NO Talking in the hallway (not even to the teacher)
- *Teacher will say "3….2…1…0…"*
    - *Students repeat.*
        - *3= Dress Code Followed…2 shoes tied + 1 shirt tucked in*
        - *2= 2 Arms behind back*
        - *1=1 square between each student*
        - *0= Zero Talking*

Before School (lining up from recess)

- Follow Line Up Procedures
- *Teacher will say "3….2…1…0…"*
    - *Students repeat.*
        - *3= Dress Code Followed…2 shoes tied + 1 shirt tucked in*
        - *2= 2 Arms behind back*
        - *1=1 square between each student*
        - *0= Zero Talking*
- AS SOON AS WE ENTER THE CLASSROOM DRESSCODE MUST BE FOLLOWED

Agendas

- Students are expected to fill in agendas EXACTLY as teacher has filled it in at the end of the day
    - Agenda should be complete and neat
- Agendas need to be signed each night
    - 3 times in one week without signing will be an automatic detention

Drinks

- Students may always have a water bottle at their desks
- Bring a water bottle every day
- Students may not leave class to get a drink

Class bathroom/drink break

- We will take ONE whole class bathroom and drink break per day.
- This is students opportunity to go to the bathroom and get a drink without moving their bathroom magnet

Classroom Library

- Students have access to my classroom library
- They may change out their books a maximum of twice a week
- Students may switch out books during SILENT READING
- Two students are allowed at the book shelf at a time
- Students are only allowed at the book shelf for two minutes at a time
- Students must take care of all books when borrowed
- Students may only borrow one book at a time
- When returning the book please place it in the return basket
- Classroom library books MAY NOT go home without teacher permission

Heading of Papers

- Only three hole/wide ruled paper or SPALDING paper may be used
    - Teacher will tell students which should be used
- The three holes of the paper go on the left hand side
    - On the left hand side first line…Subject
    - On the left hand side second line…Assignment
    - On the right hand side first line…Name and Class number (circled)
    - On the right hand side second line…Date (Month, Day and Year)

Spalding Positions

- Students will sit in Spalding position during all Spalding lessons
    - Hips against the back of the chair
    - Feet flat on the floor
    - Back straight
    - Head high

Folders and Notebooks

- Red Folder-Take Home/Graded Assignments Folder
- Blue Folder-Spalding Folder
- Green Folder-Reading Folder
- Purple Folder- Writing Folder
- Yellow Folder-Science and Social Studies Folder
- 1 Notebook=Science and Social Studies

- 1 Notebook=Writing

Binder

- ALL binders will be organized as follows
- Binders and everything in them need to be brought to school EVERYDAY!
    - Pencil Case (Always have an extra pencil and eraser in here)
    - Planner/Agenda (Always folded to the correct week)
    - Sheet Protectors
        - Spelling words/Phonograms
        - Poem
        - 6 Traits of Writing
        - Adjectives/Adverbs
        - Super Sentences Sheet
        - Third Grade Due Dates
        - Science/Social Studies Test Study Guide
        - Reading Study Guide
        - Book Report Information
    - Homework Folder
        - Left Side (KEEP AT HOME)
        - Right Side (BRING TO SCHOOL)
- Extra papers WILL NOT be stored in binders

Lost/Found Items

- If you find an item that is not your please put it in the classroom lost and found
- If you are missing an item please look in the classroom lost and found

Desk Organization

- Top front portion of the desk will hole pencils, red pen, highlighter, and easer
- Top back portion of the desk will hold pencil case and pencil sharpener
- Bottom part of the desk will hold all text books, notebooks and folders
- Only classroom items may be stored in the desk
- All Specials (Music, Foreign Language, Library, Computers) Notebooks and Folders will be stored in cubbies

Transitions

- Students will repeat directions after the teacher has given them
- Teacher will not repeat directions after that
- Students should follow directions EXACTLY and QUICKLY

Backpacks

- Backpacks should be cleaned out and organized EVERY night

“Freetime” or “Finished Early”

- Work on unfinished work
- Complete Class Job
- Read a Book
- Practice Handwriting
- Creative Writing
- Math Facts
- Study
- DO NOT COLOR OR DRAW

Tissue

- If you need a tissue raise 1 finger
- If I give a thumbs up, go to tissue box
    - Use tissue and immediately throw it away
    - There will be hand sanitizer near tissue box, if you would like to use it

Organizing Desk

- Desks will be cleaned and organized EVERY Thursday
    - Remove all loose papers
    - Keep papers in designated folders
    - Bring home old papers
        - Do not store old papers in your desk or folders
- We will, as a class, review what should be in desk, folders, and binder weekly

Lunch

- Following normal lining up procedures
    - Get lunch box
    - Get lunch badge
- Hands should be holding lunch box if bringing lunch
- Hands should be behind back in buying lunch
- Bring everything needed with you
- You will not be allowed back in the classroom if you forget something

General School Rules

Do not spit or chew gum.
Walk (do not run) on all school sidewalks.
Do not share food with others.
No cell phones, smart watches, or electronics.

Automatic Detentions

Talking during a fire drill
3 days without agenda signed by parent
3 times in opportunity club in one week
Spitting or chewing gum

Having electronics in the classroom
3 tardies in one quarter
4 dress code citations

Automatic Opportunity Club

Homework not completed
Morning Assignments not completed
Absent Work