

## **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 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 sticker.

If a student has Green ALL WEEK they will get a 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 and put them in your class cubby basket.

- IF YOUR HW IS NOT IN THE BASKET YOU WILL GO TO OPP CLUB. I WILL NOT ASK FOR YOUR HW PAPER!
  - Put binder and text books back in/under desk
  - Put water bottle ON THE FLOOR
  - Make sure you have two sharpened pencils, one pen, and one highlighter
  - Put backpack in cubby
- 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 1<sup>st</sup> in line
  - Walk in the front of the line ALWAYS
- Door Holder
  - Stand 2<sup>nd</sup> in line
  - Hold Doors
  - When class is done going through the door, **walk at the end of the line.**
- Lights
  - Stand 3<sup>rd</sup> 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 are 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
  - Move calendar at the end of the day
  - Move back class bathroom magnets at the end of the day
- 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 raises hand at the front of the class, STOP EVERYTHING AND LISTEN

## **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)

## **Before School (lining up from recess)**

- Follow Line Up Procedures
- 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-Extra Work Folder
- Blue Folder-Spalding Folder
- Green Folder-Reading Folder
- Purple Folder- Writing and Language Folder
- Yellow Folder-Science and Social Studies Folder
- 1 Notebook=Science/Social Studies
- 1 Notebook=Writing
- 1 Notebook=Spalding
- 1 Notebook=Reading

## **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
    - 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 hold pencils, red pen, highlighter, and eraser
- 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 (Red Folder)
- Creative Writing (Red Folder)
- Math Facts (Red Folder)
- 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