

Daily Schedule



7:55	<i>First Bell</i>
8:00-8:30	Attendance/Announcements/Class Business <i>Morning Work</i>
8:30-9:30	ELA - READING/GRAMMAR/SPELLING/WRITING
9:30 - 10:00	ELD
9:30 - 10:00	ELA (unfinished work) - Silent READING/AR
10:00-10:20	<i>Recess</i>
10:20-11:50	MATH
11:50-12:30	<i>Lunch</i>
12:30-1:00	ELA Reading - READ - A - LOUD
1:00-2:00	SCIENCE/SOCIAL STUDIES
2:00-2:20	P.E.
2:20	<i>Dismissal</i>

Thursday 10:30 - 11:00 - Library

Thursday 1:20 - 1:50 - Computer Lab

Band - TBA

PROCEDURES

Class Helper: Every day a new class helper is picked using the blue tags at the front of the class by flipping it to the next person. If that person is absent or tardy they are skipped until it comes around to them again.

Group Leader: Starting a seat '1' and going clockwise there will be a new group leader each week. This person is in charge of making sure everyone has papers and supplies that others in their group will need. They will also sometimes be asked to check off homework.

Getting student Attention: A rhythmic clap (there are consequences if someone decides to make a game of it) will be used as well as a chime that is located at the front of the classroom by the Promethean Board.

Paper: The Class Helper will help hand out papers and/or assignments. If there is more than one thing to hand out they will pick others to help them. Tests and other assignments will be handed out by the teacher. Group leaders will make sure everyone in their group gets a paper.

Pencils: Each person will need to have at least 2-3 pencils sharpened at their desk in the morning. Time is allotted after attendance, class business and announcements to sharpen their pencils. Dull pencils are to be sharpened at the end of the day that are in the 'dull cup' by the class helper. Mechanical pencils are not allowed. If caught with a mechanical pencil the student will be instructed to put it in his or her backpack. If caught with it a second time it will be taken away.

Rewards: Individuals can earn literary awards (stickers with vocabulary words, vocabulary slips ect. or red tickets by following the 3

class rules of Showing Respect, Making Good Decisions, and Problem Solving. Red tickets go into their choice for a prize at the end of the month.

Consequences: Students will be given 2 warnings before being asked to move from their group and go to the kidney table or carpet, depending on what is available. They will sit and think about how they can correct the issue before I talk to them. Then they are sent back to their desk to work. If the issue persists they will be placed in 'intervention.'**

Classroom Library: There are to be no more than 3 people in the class library at a time. Students need to sign their book in and out of the 'Class Library Book.' These books are not to be taken home.

Bathroom: Students are to use the bathroom on their own time, before school, recess and lunchtime. Students will not be allowed to use the restroom for at least 30 minutes after a break or during instructional time. If a student can't wait the 30 minutes they will be benched the following day. If a habit forms the student will owe time back to the classroom for the disruption and lost class time. **Only 1 student is allowed to leave for the restroom at a time. (There are a few exceptions that will always be listed on sub plans to this procedure.)**

Water: No ice water bottles will be allowed due to the mess from condensation. If a student starts to play with their water bottle they will not be allowed to bring them into class anymore. They will have to leave them outside.

Small Group Instruction Time: Students are to quietly do their assignments at their desk. If there is a question they can ask their

group. If their group doesn't know they may check with two other groups quietly before asking the teacher. "Ask 3 be 4 Me"

Missed Work Due to Absence: Elbow partners will get a "While You Were Out Folder." They will put all missed assignments, returned papers and miscellaneous papers in it. Students will have one day for each day missed due to illness. Students can always read if they are out sick. When possible I can prepare work for students to do at home while out.

Missed Work Due to Pull Out: Students that are pulled out for additional support will need to complete some of the assignments missed but not all of them. This will be handled on a day to day basis and on an individual basis.

Homework: A homework assignment/communication sheet will be passed out each Monday. Math assignments will be given out on a daily basis. The assignment/communication sheet is to be returned every day with the parents' signature. Math is to be returned daily. The daily reading log is to be completed each night and signed off by an adult. If class work is not completed it will be sent home as homework as well. Other assignments will be given on an as need basis. I will check off homework each day and assign a star if all homework is returned and completed on time. Math homework will be corrected in class daily.

Coats, Binders/Folders, Lunches and Snacks: Coats are to stay off the floor and can be hung outside when it gets warm. Hats are not to be worn in class. They can be kept outside. Food is **never** to be kept in desks. It will be discarded if left behind.

Lining Up to Come into the Classroom: Students are to have their belongings out of their backpacks in the mornings and ready to quietly come in. They are to line up in a straight line and walk into the classroom without talking. Class begins at the door.

Entering the Classroom: Students will enter the classroom without talking and go directly to their seats for attendance. They are not to get into their desks, folders/binders or talk during this time. After attendance directions and the agenda will be reviewed and then they can sharpen pencils and begin working and get their homework ready for me to check off.

Lining Up for Lunch: Cold lunches will be dismissed to get their lunch and lineup. Students are to line up alphabetically. They will walk in a single file quietly to the cafeteria.

Lining up to go home: Students are to put their chair up and if their table partners are not here they are to put them up too. They are to make sure they have their homework folder/binder and then gather their other belongings on their way out the door. Bus riders will line up first then pickups will line up. They are to walk in a single file all the way to their destination.

Recess Dismissal: The first group that has their belongings put away and is sitting and ready to go will be dismissed first. Dismiss by table numbers.