Procedures

# Morning

Smile and say good morning to the teacher with good eye contact.

Empty your backpack and put all of your things away. Put your crockpot food in the crockpot.

Look at your schedule and check every assignment to make sure you are ready for the day. If you need to ask the teacher questions, do it before the bell rings.

If your name is on the board, get it off as soon as possible.

Talk softly to your friends or find something quiet to do. Do not bother anyone who is working on an assignment or who has their name on the board.

If you need to use the restroom, keep it quiet and do not loiter.

When the first bell rings, sit quietly in your seat and get out your Bible Memory books and Bible books. We will start our day when the second bell rings or whenever everyone is ready.

# Class time

When a class is called, immediately clear your desk and pull out the books or supplies you know you will need in class.

When checking in class, repeat the answer that I say as a class. If you cannot read it, mark it wrong. Mark neatly and put the number wrong at the top. If you do not agree with how someone checked your book, you may show it to me during study time.

Do not write or draw extra notes and comments on the top of a paper you are checking.

Always exchange papers with your gazelle partners. Hand papers back and forth kindly without wrinkling them. If given a random paper to grade, walk slowly to that person’s desk to return it.

If asked to hand in papers, always hand them in to row one. Students in row one will put their papers in numerical order and hand them front to the first person. That person will put all the papers in numerical order and store them in the front right corner of the desk until I pick them up.

Make eye contact and participate in class. Do not work on homework or doodle in a book.

Use proper posture.

Speak only when called upon or cued to answer as a class.

Do not use your water bottles during class.

If we are working on a project or group work, stick to the topic at hand. Do not waste your time with other discussions. If I make an attention getting noise or phrase, repeat it back to me or answer with “yes” and give me your full attention.

You will have a giraffe partner and a gazelle partner. Always check with your gazelle partner. Unless otherwise stated, do turn-and-tell work with your giraffe partners. *Note to teacher: Giraffe partners have evenly matched ability levels for group work when I do not want slow students to depend on fast students. Gazelle partners are slow students paired with fast students for fast recitations and ease of checking.*

Tests and quizzes must be taken with a cover sheet. When finished, check over everything thoroughly, thinking through every question again. Then hand it in to the correct stacker.

Start working as soon as class is over.

# Study time

Raise one finger to leave your seat for any supplies in the classroom.

No more than one student may be out of his seat at a time.

If I am sitting at my desk and no more than one other students is up, you may bring your questions to me without permission. Only one student may be at my desk at a time.

Do not communicate without permission—notes, looks, motions, giggles, etc.

Always have a library book at your desk for spare time reading.

If you need to use the restroom for an emergency, please leave the room without permission.

Respect property that is not yours by keeping things nice. Do not mark up textbooks, put stickers on desks, or scribble on things.

# Homework

Write in cursive except on tests and quizzes, in Math and Spelling, and on work done as a class.

Do not work ahead without permission except for assignments that will be given later that day.

Put a heading on all loose papers that you use for assignments following the guidelines given in class. On the top left corner of your paper, put your student number.

Keep loose Math papers in your book folded in half until the next day.

When finished with a loose paper assignment, raise it in the air to ask permission to put it on the stacker. Always put the heading toward your right and right side up. Put it in numerical order with the rest of the papers in the stacker.

Before you hand in a paper or book, check over it to see that all parts are done correctly.

Always write complete sentences in blanks that run the whole way across the page.

Math homework must be fixed up every day. Students will check fixups by the teacher’s guide and circle correctly fixed problems. DO NOT WRITE IN CORRECT ANSWER IF IT IS STILL WRONG. Fix and score again any that are still wrong.

Unfinished assignments must be finished before last recess. You will get a warning after the first one in each month. The second one will require you to stay in 5 minutes at recess, and the third one will be 10 minutes. The fourth one in a month and any after that will result in a detention.

Failed assignments must be fixed up before last recess. The two scores will be averaged, with more weight given to the first score.

# Miscellaneous

Stay to the right of hallways, stairs, and corners.

Remember to buy your drink tickets on the first day of the week if you want any.

Always stand on the right side of your desk.

Do not bring anything other than water in your water bottle without permission.

Sometimes you will be asked to take a walk around the room for review or to sing. Except for row 1, you will file to the back of your row. The front person in row 1 will lead up the aisle toward the door, across the front, down the aisle by the window, and across the back. The back person in every row will follow the front person in the row before. Always stay in line and never take shortcuts.

If there is a fire drill, stand up immediately and begin filing out the side door starting with row 1. Do not panic, run, or wait for a cue to leave the room. The people in the back of rows 1 and 3 and the front of row 4 are responsible to close the windows. The last person out the door should turn off the lights and shut the door. The last person out the side door should shut it. Stay in a single file row and walk straight out toward the hill. Do not whisper or talk, even if the people around you are. When the teacher comes out, we will count to make sure everyone is there. Say the next number when it is your turn. When dismissed, file quietly back to your seats.

# Recess and Lunch

A bell will ring 5 minutes before recess time. Students will use restrooms one row at a time when the teacher dismisses them. Return to seat when finished and wait to line up until the next bell rings. You may fill water bottles or get drinks on your way back.

You may bring something to go in the crockpot whenever you wish. Sandwiches can be wrapped in foil and warmups can be put in glass jars. Put your food in the crockpot as soon as you come in the morning. When using restrooms at first break, make sure the crockpot is turned on low. If everyone checks, then hopefully we will not forget it!

Be as quiet in the restroom as possible. No unnecessary communication.

Students will take turns to pick a game for first break and pray at lunch.

Walk quietly in the halls.

Participate in the game. Do not stand around in small groups or whisper.

Be good winners and good losers. Look for ways to encourage each other.

When the bell rings, grab all the recess equipment and line up as soon as possible. The teacher’s helper will immediately go through the office and open the door for the rest. The code is 1357.

Students may get a drink before going to their seats.

Prepare for the next event without being told.

After last break, find a spot to sit in the room with a book and read until given the signal to return to seats.

If you get a book from my library and want to keep it at your desk for a few days or take it home, sign it out on the sign-out sheet.

# Chores

When the chore bell rings, clean up your desk and put any loose papers in your folder. Then pick up any scraps on the floor. You may work on homework only after you finish cleaning up.

The person who prayed at lunch may get a quarter from the jar and use it to get a jawbreaker from the candy machine. If there are only a few quarters, tell the teacher to get more out.

Mailmen—Hand out the stack of papers in the “mail” stacker.

Trash—Take the trash can around and empty the students’ trash cans. Be careful not to scratch or break them when taking on and off hooks. If a hook comes off, notify the teacher.

Wash desks—If we eat inside, get a bucket of water and a drop of pine sol on your way in from recess. Wash each desk with a rag during story time. Hang the rag back up at the front of the room. Switch rags every week. If we eat outside, do this during chore time.

Clean board—Erase the board together. Take turns clapping erasers and washing the board with water. Do not use soap. Hang the rag up at the front of the room. Switch rags every week.

Water plants—Fill the little cup with water and dump a little into each pot. Do only 2 times a week.

Teacher’s helper—Make sure desks are in their spots. Hold the door if necessary. Do any other odd jobs.

# Dismissal

When dismissed, say “See-you Miss Karen” as you walk out the door. Walk through the halls and stand on the carport until you see your van.

As soon as you see that your van is parked and still, walk to it. Do not talk longer to your friends or run. When you cross in front of vehicles, always look first to see if they are moving.

If you are going to a vehicle in the student parking spaces, walk in front of the gym and then out to the parking spaces.

# Newspaper

 Once a week we will publish a newspaper for our parents. You will hand in weekly penmanship assignments to get graded and added to the newspaper.

 Assigned jobs:

1. Editor-in-chief: Miss Karen
2. Assistant editors:

(three people who proofread and collect all in-coming articles – good writers)

1. Layout designers:

(two people who assign creative writing articles, including length, and plan where each article will fit)

1. Columnist:

(one person who writes the main article about the highlights in this week’s newspaper)

1. Upcoming events reporter:

(one person who makes sure that all upcoming events are announced)

1. Upcoming test and quiz reporter:

(one person who hands in a list of all upcoming tests and quizzes)

1. Week events reporters:

(one person who suggests notable events from the week that should be reported)

1. Photographer:

(one person who suggests when pictures should be taken for the paper)

1. Printer:

(one person who makes sure that the paper gets printed at the right time)

1. Distributor:

(one person who passes out the papers to students when it is ready to go home)

 You all will help write articles or lists for the newspaper. You may also ask for permission to take pictures or submit a certain article or list if you would like to.

 The deadline for your article or assigned list is Tuesday afternoon. You may hand it in earlier if you have time. If you are writing a longer piece, you may ask for permission to take 2 weeks to write it. After the proofreaders look over it, it will be copied onto the newspaper, and then handed in for a penmanship grade. The paper must be printed after last recess on Wednesday so it can be ready for distribution Wednesday afternoon.

 We will name our newspaper and assign staff positions at the beginning of the school year. Staff positions will be reevaluated at the beginning of each quarter. You may suggest changes to be made if you feel they are necessary.

# Candy Land Game

**To go forward:**

* Study flashcards 10 min
* Get a better score on your speed drill
* Study for a test or quiz (when announced)
* Get a better-than-your-average score on a test or quiz
* If someone recommends you to move forward a space because they caught you being kind
* Saying good morning with a smile and eye contact on a randomly-selected day
* Having a neat desk at a desk check

**To go backward:**

* Break a rule or procedure
* Get a worse-than-your-average score on a test or quiz
* Use the restroom during non-designated times
* Have an unfinished assignment

**Rewards:**

When you get to a pink candy spot, you get the reward stated beneath the card.

1. Put a quarter in the jelly belly machine and turn!
2. Once everyone is past, we will have a day that you may sit anywhere in the room during lunch.
3. Choose a piece of candy from any of the candy banks.
4. Once everyone is past, we will have a day that you can trade your lunch food with each other.
5. You may bring something other than water in your water bottle. No sodas or energy drinks. Suggestions: Gatorade, fruit juices, tea (not iced tea), milk (on cold days)
6. We will get one minute of extra recess for every person that passes this space. We can add it up and use it as I say we have time.

When you get to a licorice spot, you may sit on a beanbag for something: silent reading time, story time, spare time, study together time, or other special permission times. You may save it until you are ready to use it.

When everyone arrives at the end of the game, we will choose a special day. Then we will all start over together.

**If you are behind:**

There is one bypass in the game. If you are behind the others, you may have to use the bypass so we can have our special day sooner. That means you will miss privileges 5 and 6, as well as a beanbag day. You must ask permission to take the bypass.