Classroom Procedures

* When turning in papers always put your paper on top.
* When passing out papers always take the top sheet.
* If a paper is turned in without a name on it- 5 push-ups.
* If a chair is not pushed in- 5 sit-ups.
* Positions

1. Sitting at your desk- arms are folded in front of you, feet are flat on the floor, back is straight, no talking
2. Standing right behind your chair- chair is pushed in; feet are flat on the floor; your arms are either at your sides, folded, or on the back of your chair; no talking
3. Lined up at the door- foot apart from the person in front of you, hands to your sides, facing forward, no talking
4. Out the door- spacing stays the same as when you were lined up; walk on the right side of the hall; no running; no talking

* If you have a question raise your hand or come to my desk; patiently wait until I have time to answer your questions.
* No talking across the classroom.
* Bathroom
  + When you leave or come back from recess, use the bathroom.
  + Unless it is an emergency you cannot go to the bathroom when I am teaching.
  + If you are done with your work or working on finishing your work you may go to the bathroom.
  + Note- if trips become excessive you will only be able to go at recess time.
* Every Student has a chore they need to do sometime during the day. If they are not completed, the students will be charged money.
* The only subjects that can go home regularly is Social Studies and Science.
* If an assignment is not completed, or will not be completed by the end of the day, students will use recess times to complete it.
* When you are carrying technology, use both hands to carry it.
* If you are finished with work, do the items on the Extra Time List.

Classroom Rules/ Discipline

1. Respect teachers- follow directions the first time they are given.
2. Be polite to other students- keep your hands, feet, objects, and harmful words to yourself
3. Be in your seat 5 minutes after the bell rings
4. Have materials and assignments ready when they are due
5. Follow all school rules for hallway, recess, and lunch time

* Students can **NEVER** go behind my desk. If you do, you will be sent to the desk in the middle of the hallway (Consequence, step 3).
* If students touch something on my desk they will be charged 50 **(classroom money).**

Discipline

* Consequences ~ steps 2-5 will be charged 5 classroom money for each step

(Pockets with the students’ name is by my desk with popsicle stick to record their time):

1st- stick added with a “w” ~Warned in classroom and/or moved to different seat

2nd- stick flipped to “1” ~Sent to the hallway to work out problem; 15 minutes

3rd- stick flipped to “2” ~Desk in the middle of the hallway; email to parents; 30 minutes recess

4th- stick flipped to “3” ~Phone call home; 45 minutes recess and/or special

5th- stick with an orange top added ~Phone call home; 45 minutes recess and/or special;

advance one step on the discipline step plan

* Severe clause- move to 5th time level
* If a student misbehaves in another classroom, in the cafeteria, or at recess they will lose all privileges for the day. In addition (depending on degree misbehavior) they would receive 4th or 5th Consequence.

Signature (Cut off and return the clip)

(Student)

(Parent or Guardian)