

# Room 122

# Policies and Procedures



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## Room 122's Morning & Afternoon Routines



### ➤ **Coming into our Classroom in the Morning**

1. Greet your friends and teacher with a friendly "Good Morning."
2. Prepare for the day.  
***Quickly** and **quietly** unpack your backpacks, hang up your coats on the hook, and go to your seat. If there are notes from home that I need, please hand them to me.*
3. Next, copy your homework into your Agenda and leave it open on your desk so I can sign it.  
*Assignments will be written on the back whiteboard.*
4. Read 😊  
*You will read a book of your choosing until it is time for Morning Meeting. This is a quiet time.*



### 5, 4, 3, 2, 1 and Chime

When I need to get everybody's attention, I will hold up five fingers and slowly count down to one. This is my signal for you to stop what you are doing, stop talking, and lock your eyes on me. I may also use the chime. If you hear the chime, I expect the same reaction.

➤ **Being Prepared for the Day**

Before you begin your morning work, you should ALWAYS have at least two sharpened pencils in your bin. Getting up and sharpening pencils during lessons is a distraction to your fellow classmates and me. Therefore, your pencils will be sharpened at the end of each day. Each table group has a collection of writing instruments and various tools in the bin. You may use anything in the bin, just be sure to **return it at the end of the day**.

➤ **End of Day**

Before special at the end of the day, we will begin dismissal procedures.

1. Check your area.

*Be sure that **nothing** is on the floor. Check your desk and tidy anything that is out of place. Check the bin to be sure it is organized. The assigned “pencil sharpener” will sharpen all pencils in your table’s bin so they are ready for the next school day.*

2. Pack up when your group is called.

*Pack your backpack and gather all things you need to take home with you (umbrellas, hats, gloves, instruments, etc.). You will also check your mailbox at this time.*

3. Get ready for the last Brain Break of the day.

**Independent Reading/Writing Time (3:40-4:15)**

After you pack up your belongings and are ready to go home, you will read/write silently or get “homework help” until your bus is called. **It is important that you are quiet during this time so you can hear when your bus is called.**

**Lining Up at the Door**



➤ **Line Order**

On the first day of school, I will give each of you a number. This number will refer to your place in line. This will be your place in line whenever you are walking to or from our classroom. On odd days (days 1, 3, and 5) number 1 will be in the front. On even days (days 2, 4, and 6), number 1 will be in the back. **When you line up for recess outside or are leaving a special, you still need to be in LINE ORDER!**

➤ **Lining Up from your Desks**

I will try to give you at least two minutes before lining up to get yourself organized. This means your desk is cleared off (unless I tell you otherwise), you are sitting in your seat with your chair pushed in and all four legs **flat** on the floor, your hands on your desk, and your feet **flat** on the floor. Once I see **EVERYBODY** is ready and has their eyes on me, I will call you to line up.



### Walking in the Hallway

➤ **Zip those Lips!**

Whenever we are walking in the hallway, there is to be absolutely **NO TALKING**. We do not want to disturb other classrooms as we walk by. This is a school rule as well as a rule of mine. If I feel the line is out of order and we are disturbing classrooms, I will turn the entire class around and we will go back to our room and try again.

➤ **Feet and Hands to Yourself**

Please do not purposefully step on the shoes of the person walking in front of you. Please do not braid your friend's hair while walking down the hallway. Your hands should not be touching the walls as you walk. **KEEP HANDS AND FEET TO YOURSELF.**

➤ **Walking up and down stairs**

When we walk up and down the stairs, we walk on the right-hand side so we do not collide with other people walking the opposite way. **Skipping stairs, running, or sliding down the handrails are very dangerous and will not be tolerated.**

### The Classroom Library



➤ **What is it?**

The Classroom Library is a relaxing place I created for you to go to where you can enjoy a great book or magazine. I expect that you will treat my things with respect so you may enjoy them all year. I also expect you to be reading when you are choosing books from the Classroom Library, not chatting or fooling around.

➤ **When can we use the Classroom Library?**

I love to see my students enjoying the Library! You may use this area at the following times during the school day:

- in the morning when you are finished all other assigned tasks
- at the very end of the day when you are waiting to be dismissed
- during Independent Reading/Guided Reading (when you are not working in group)
- indoor recess

➤ **May I borrow a book from the Classroom Library?**

Of course! I would love to see you borrow books from my library. However, I do ask that you treat my books with **respect** and **return** them when you are finished. These books are from my own personal library and I do not wish to lose any. There are sign-out sheets on top of the nonfiction book shelf.

➤ **How do you choose who will use the chairs and pillows on a particular day?**

Each a new group number will be placed on the chart below the Panaboard. If your group number is picked, you will each be able to choose a pillow to bring to your seat for the day. **IMPORTANT: You may not rest your head on the pillows. You may sit on them or lean your elbows on them.**

### Chromebooks

Every student will be assigned a Chromebook this year!

➤ **You are NOT permitted to use the classroom Chromebooks for...**

- online chatting
- searching the Internet **without my permission**
- searching for inappropriate things
- playing games **without my permission**
- downloading



**You will get only one warning and that is all. If you do not follow these rules, you will no longer have the privilege of using the Chromebooks in our classroom.**



### Water Bottles

Studies show that students who are well hydrated do better in school. Your brain needs water! You are permitted to bring water bottles into the classroom. However, they must have a secure top and must be in a plastic bottle. You may **NOT** bring in soda, juice, or any other type of drink (not even for snack).



### Food & Gum

You may bring in a healthy snack to eat at the end of the day. Food is to be eaten only when given permission by the teacher. Keeping food in your desk is not permitted. Also, you are not allowed to chew gum **ANYWHERE** in the building.



### Birthdays!

If you choose to, you may bring in a special treat for the class on your birthday. **Please label anything that must be returned home.** If your birthday is celebrated in the summer, you may bring in your treat at the end of the school year. I will make sure you are aware of any food allergies we have in the class during the first week of school.



### Nurse

Only go to the nurse if it is a true emergency. I have Band-Aids in the small drawers behind my desk if you need one. It is very important that the nurse is available for those students with true medical emergencies.

#### ➤ **What if the nurse sends me home?**

If the nurse feels like you should not be in school, the adult responsible for you will be called and they will come pick you up. I will try to have homework ready for you to take with you and complete for when you come back. If you feel like you cannot walk back to the classroom, I will send a student to the nurse with your things.



### Guest Teachers

There will be times throughout the school year when I will not be in the classroom. In these cases, I expect that the guest teacher will receive as much respect as you give me. If you choose not to, there will be a letter sent home to your parent/guardian (written by you) explaining what you did that was inappropriate/disrespectful. This letter will be signed by your parent/guardian and sent to Mr. Maloney and Mrs. Mancinelli.



### Agendas

Agendas are vital in fifth grade. You will copy all assignments in your agenda, including long term projects. **I will be signing your agenda every morning.** Your agenda can also be used as a communication tool between your parent/guardian and me.



### Homework Policy

You are responsible and accountable for all homework assignments. If you continually miss assignments, you will have consequences which may include loss of privilege, detention, and phone calls home.



#### Missed/Late Homework

You are responsible for all assignments you miss due to an absence. When you return to school, you can ask a friend to copy his/her agenda. You can also find homework assignments on our class website.



**DESKS**



I expect desks to be kept neat and orderly. If you are neat, you will be better organized and better prepared for middle school. This will also help you easily find materials when you need them. Desks will be inspected randomly.

**Take-a-Break**



If you feel as though you're not doing your personal best, you may decide to "Take-a-Break." This means you will remove yourself from the area you are currently in and take a short break in the "THINK" chair. When you decide you are ready to do your personal best, you will return to your activity. You determine how long your break will last. The minimum will be about 30 seconds, and the maximum amount of time is approximately 4 minutes. If you should need more than that, I will make the necessary arrangements with our buddy teacher, Mrs. Williams. There may also be times when I will politely tell you to "Take-A-Break" if I feel you need to regain focus.



**Mailboxes**

Each one of you has a mail bin in the classroom. Any mail for you or your parent/ guardian will be placed in this bin. I will place your Red Test Folder, school newsletters, classroom newsletters, letters from the office, homework, and more in this bin. I expect you to check your mailbox every afternoon.

### Restroom Breaks



#### ➤ **When can we use the restroom?**

Throughout the day, you may use the restroom at the following times:

- first thing in the **morning**
- **recess/lunch**
- during **read aloud**
- during **independent work**

Times you are **not permitted** to leave to use the restroom are:

- during assemblies
- when I am teaching a lesson to the class
- when you have a test on your desk
- when we have a guest speaker in our classroom

**If it is an emergency, that's a different story! Just ask! 😊**

#### ➤ **How many people can go to the restroom at one time?**

One boy and one girl are allowed to go to the restroom at one time. You must **ALWAYS sign out** when you leave the classroom and **sign back in** when you return. You do not need to take a pass with you.



### Instrument Lessons

You are responsible for checking your instrument schedule and getting to your lessons on time. You are also responsible for making sure you have a buddy to keep track of anything you missed while you were out. All instruments are to be kept out of the way in a safe place. They must also be taken home at the end of each day. I am not responsible for any instruments left after school.

### Manners in the cafeteria



The cafeteria workers do a lot for the Rainbow community and we need to show our appreciation. I expect you to **ALWAYS say *please and thank you*** and clean up your area. I will be communicating with the cafeteria workers every day and will stop in without warning to make sure you are using the manners I know you have.

Website



I have developed a class website that is easy to use and informative. If you visit this site, you can see and read information on pertaining to our classroom such as Newsletters, Good Citizens, Student of the Week, Curriculum, Internet Links, Class Calendar, Classroom Schedule, School Supplies, Projects, Scholastic Book Clubs, Homework, and much, much more! You can reach this site at:

<http://www.casdschools.org/RB.Mathisen>

**I know we are going to have a successful year!  
Let's start out on the right foot!**



## Contract

My parent(s)/guardian(s) and I have read and discussed the Room 122 Policies and Procedures for **2019-2020**. We understand them and I will do my very best to abide by them and maintain the high expectations that are required of fifth graders at Rainbow Elementary.

Name: \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of the Room 122 Policies and Procedures packet is on our class website ([www.casdschools.org/RB.Mathisen](http://www.casdschools.org/RB.Mathisen)). If you would like a paper copy sent home, please let me know.