Mrs. Reynolds’ Routines and Procedures

**Pencils**

**I will choose students to help sharpen pencils on occasion. The pencil sharpener can be quite a distraction. To avoid this, I will take up all the pencils. You should always have two sharpened pencils at your desk. If one breaks during the day, return it to the dull bucket and get another one from the sharpened bucket. YOU CANNOT GET A PENCIL WITHOUT PUTTING ONE IN THE DULL BUCKET!**

**Attention**

**There are lots of ways that I may get your attention this year. “Arkansas Razorbacks” “Banana Split” “Quiet in 3-2-1” Clapping Pattern**

**All of these require a response from you. As you say your part, you should stop what you are doing and put your pencil down, stop talking, and look at me for directions.**

**Papers**

**You will put all completed work in the black basket on the front bookcase. There may be times when I ask you to keep a paper until I come pick it up. Most of the time I will get you to put your papers in the basket. See the board for reminders.**

**Take Home Folder**

**Every morning you should take the time to go through your homework folder. Anything that I need to see should be placed in the blue basket. This includes homework and any notes from home. This is an important part of your morning routine.**

**Another Adult**

**If another adult walks into our room, you are to remain working. They should not change your ability to continue your work, or to continue paying attention. There will be times when I will share with you that we have a guest, and other times they will surprise us. Always continue working until I get your attention and ask you to stop. It is most important that we always show other adults that we are the best class. You should be on your very best behavior when someone else is in our classroom.**

**Finish Early**

**If you finish an assignment early, you may finish work that you haven’t finished yet, study spelling words or math facts, read a book, or WRITE in your journal. You should always have a book in your book box ready to read. Please make sure that if you finish early, you are not a bother to other students in the classroom. You should not be talking and interrupting someone that is continuing to work. Students will be allowed to go to the reading center to read when they have finished work if it is their tables day.**

**Lining Up**

**When we line up to go ANYWHERE, we will go in number order. You will quietly push your chair in and form a straight, quiet line. It would be really sad if we were late to our destination, but we will not leave the classroom if anyone is talking. It is of utmost importance that we are always quiet in the hallway. Talking in the hallway is means for a clip color change. Follow the 5 S’s**

**Sitting on the Carpet**

**We will spend a lot of time on the carpet. You will have an assigned spot for some lessons. Sometimes I will allow you to choose your own spot. You need to choose a place where you can listen and learn. Carpet time is not a time to play or touch other people.**

**Intercom**

**If the intercom goes off in class you should immediately stop talking. You do not have to stop working, but I must be able to hear the announcement. They are telling me something VERY important. The classroom should never be so loud that I cannot hear the intercom when it comes on.**

**Fire Drill**

**If there is a fire drill, you stop what you are doing immediately and line up quickly and quietly in number order. It is of utmost importance that you are completely SILENT during fire drills. We never know when it might not be a drill and we need to be prepared. Number 1 will always be the leader during fire or tornado drills.**

**Bathroom**

**You may not leave class to go to the bathroom while I am teaching. That is very disrespectful. If the lesson is over and it is work time, you may go to the restroom if you use the signal and get my approval. One girl and one boy may be out of the room at a time.**

**Supplies**

**You have all the supplies that you need at your desk. That does not mean that you should be using them all the time. We will have activities that call for markers and crayons. That is the only time you should have them out at your desk. If you finish work early, that does not mean you should be drawing and coloring. I will give you specific times to do those things. Cubbies and desks should be kept neat. All papers have a place and should not be stuffed in your desk. This could result in the loss of a Dojo point.**

**Raising Hand**

**Please raise your hand if you need to talk while we are having a group discussion. Blurting out causes us to lose time and not hear you well. One student should speak at a time so that they get the respect they deserve. Blurting out could result in changing your color. Hand signals will be used during quiet work time to alert the teacher to your need.**

**Behavior**

**We will be using Class Dojo this year for behavior. Students will earn positive and negative points for classroom behavior. The loss of one point is a warning. However, after the warning loss of points will result in a walking ticket for recess. Students will walk on the sidewalk without talking during their recess time.**

**Classroom Promise**

**Students will work together with the teacher to establish the parameters for working in the classroom. What can they do to protect the learning of all the members of our classroom family? Students will give their ideas and put a written statement together that details how we will behave in the classroom. Students will draw their pictures and place them on the board around the promise as their signatures. Students will refer back to the promise as behavior becomes an issue. A copy of the promise will be sent home to parents.**

**Home-School Journal**

**Students will end the day by writing a reflection. They will write on the left side of the page and include notes about homework and important announcements. Parents are encouraged to write on the right side of the page in response. The teacher will sign the home-school journal each day with behavior notifications. Parents must sign to show they reviewed the steno each night. This must be returned to school each day!**

**Graded Papers**

**Grades will be updated to Edline weekly. All papers will be sent home on Tuesdays. Parents are encouraged to review all papers each week to see what skills are being taught and if students are completing their work to the best of their ability. Parents must sign and date the sheet each week to show they have received the papers.**