**Mr. Johnson’s 5th Grade Class**

**\*\* Procedures \*\***

**Students coming into the classroom each morning:**

\*Teacher will greet each student at the door

\*Students go directly to their desk and prepare for the day

\*Binders are placed on desk with HW and HW planner open to the correct day

\*Bell work is posted on the board each morning prior to students coming into the classroom. \*Students must unpack and begin within 2 minutes.

**Bell Work:**

* Bell work is posted.
* Students complete bell work and then read or finish other class work
* After about 10 minutes we will go over the work together.

**Sharpening Pencils:**

* Students need to take their unsharpened pencil to the back bin and switch it for a sharpened pencil. They may do this anytime, but not when the teacher is teaching.
* Class Job: Pencil Sharpener. This person sharpens pencils in the back office.

**Getting a Drink of Water:**

* Students may bring water bottles and keep them at their desk for anytime use.
* Students may get a drink of water outside during snack time and recess.

**Using the Restroom:**

* Students can use the restroom as a whole during snack break and lunch recess.
* Students may use the bathroom during class time for true emergencies.
* Times NOT allowed to use the restroom (students need to plan ahead and use the restroom prior to these times):

o When the teacher is direct instructing.

o During reading groups.

o Assemblies.

**Snack Time:**

* Snack Break is 15 minutes long each day.
* Students need to use the restroom.
* Snacks should have nutritional value. Each student gets one healthy snack warning and then they are asked to put their snack away if it is not healthy.

**Packing up at the End of the Day:**

* Teacher will pass out homework and go over any special instructions.
* Students may not line up until their entire group is ready. They line up as a team.
* Chairs get stacked each day.

**Checking Out a Book from the Classroom Library:**

* Each student may have one book checked out at a time.
* Students will be asked to sign the book out.
* Students must sign the book back in when it is returned.

**Lunchroom:**

* Teacher walks students to the cafeteria.
* Students must eat at their assigned table.
* After lunch recess the students will walk back to the class properly and wait for their teacher at the door.

**Walking in Line:**

* Students always walk in a straight line.
* There is a line monitor. This line monitor can hand out tickets to those students doing the right thing.

**Turning in Homework:**

* Teacher will check off binder and homework each morning.
* Students must have their homework out and HW outlined signed to verify reading.
* Students can earn free homework passes after earning 10 homework stamps

**Asking Questions:**

* Students must raise their hand.

**Missing Work Bin:**

* We have a bin in the classroom full of assignments we have completed in the past.
* Missing work may have a reduced grade due to being late.

**Grading Other Students Papers:**

* The student grading must write CB and their name at the top of the paper.
* Only mark answers that are incorrect, please do not put any markings on correct answers.
* The papers must be graded correctly, I do go through them and check for mistakes.
* Remember honesty and integrity while grading.