

Routines and Procedures

Morning Routine

1. Greet Mrs. Wippich.
2. Drop off belongings where you plan to sit. Put backpack in your cubby.
3. Walk to front table and make lunch choice by highlighting your name and putting a tally mark under your lunch choice.
4. Put any notes, forms, or other non-homework papers in my INBOX.
5. If you have lunch money, put it in an envelope with your name, lunch number, and "Lunch Money" on the front— put in my INBOX.
6. If homework is due, put in the correct folder and put a check next to your name (or fill out a pink slip).
7. If you have a job, you may now go do it.
8. Sharpen two pencils and put them in your pencil box. Check to see if you have all of your other supplies. If you are running short on anything, write it in your agenda.
9. Stop and read the entire board! If the announcements are on, look at the back computer screen for the message.
10. Look at homework board and fill out agenda.
11. Follow the directions on the board and complete your morning work QUIETLY.

Dismissal Routine

1. When your name/number is called, you are to quietly get up, walk to your mailbox and empty it, then carry the contents back to your seat.
2. Go through the papers and put them in your take home folder. Anything that requires signature goes in the "Return to School" side.
3. Open your agenda to note any upcoming work, tests, or projects coming up and gather the required materials.
4. After all of your materials are ready, you may get your back pack and put them in it.
5. Once packed, Patrols are to line up in by the Promethean. Students with afternoon class jobs should complete them at this time.
6. At 2:32, patrols are dismissed. Students should do afternoon jobs or help to clean the room. Bus riders may then line up near the door once I say the room is acceptable.

Please note— when the announcements come on at 2:30, students are to freeze and be silent — no exceptions. I must hear the announcements. After they are over, you may continue your routine when I give the signal.

Getting My Attention

When I am with a small group and the thumb sign is DOWN

Do NOT approach unless one of the 3 Bs applies: someone is barfing, bleeding, bathroom emergency. Use the C3B4Me procedure.

When I am walking around the room

Raise your hand— do NOT come up to me!

When I am sitting at my desk/table with the thumb sign UP

Raise your hand and I will call on you. If I don't notice you for a long time, say my name with your hand raised. Do NOT come up to my desk to ask me a question unless I call you over.

During class instruction

Raise your hand- do NOT call out. Do not raise your hand to make comments or share connection stories. Write these on a post-it note and use them as narrative writing ideas or put them in my Mailbox during a break to share with me.

When I am with another adult

Stay in your seat and, unless it is an emergency, do not raise your hand until I am done speaking with the other person. Please do NOT come up to me to ask me a question- I will acknowledge you once I am done talking and see your hand.

Silent Means...

No talking or noise WHATSOEVER!

Quiet Means...

No talking. Whisper C3B4Me! No unnecessary noise. Ninja-quiet movement in room.

When I'm Talking

When I am talking to the class, there must be NO other talking or whispering unless directed to do so. It is my job to make sure that everyone can hear each other and has a chance to participate, and I can't do my job when you interrupt me. When I talk, you listen. Period.

Drinks

If possible, bring a leak-proof water bottle to school. You may get a drink from the fountain or refill their water bottle only at specified times:

- ◇ 7:30-8 am— Before Power Up
- ◇ 2 minutes before (or on the way to) Specials
- ◇ 12:10— When lining up for recess
- ◇ 12:30— During lunch

Announcements

Listen to/watch broadcast from your seat and work on morning work. You must be SILENT and SEATED!

Moment of Silence

You must STAND or SIT still and be absolutely SILENT! No movement, noise, or talking.

Paper Headings

All papers that are handed in must have the student's name on the upper left corner and class number BIG on the upper right corner!

Homework

In order to earn Fun Friday time, you must complete all of your homework for the week on time. Missing homework or classwork= Study Hall.

Bathroom

Use the bathroom near the library and follow all hallway procedures.

Here are the rules:

When the sign says "You may use the bathroom without asking" you do not have to ask but MUST sign out on the bathroom sign-out sheet.

To do this:

Quietly, take the most direct route to the sign out sheet. Write your name and THE CURRENT TIME! Quietly open the door and walk down the hall SILENTLY. Use the restroom; make sure you wash your hands, and then SILENTLY go back to the classroom. Open the door quietly and enter the room. Write your check-in time. Get a pump (one only!) of sanitizer, and silently return to your seat.

If the sign reads, "Please wait to use the bathroom. If you have an emergency, please hold up two crossed fingers" you may NOT use the restroom unless it is a TRUE emergency— you can't wait more than a few minutes.

Comfy Seats

You may not "Call dibs" on a certain chair. If you race to a seat (anything other than normal walking), you will have the privilege taken away for the day. If you fight with someone (argue, complain, whatever) about a chair, you will not be allowed to sit in a special chair the rest of the day. Three offenses and you may no longer use the special seats. One pillow per student. No spinning or rolling around in the wheelie chairs. There is no seat saving. Take turns on the comfy chairs- if you get up, others may use it.

Breaks

During this time, students are expected to first get ready for the next subject as quickly as possible (clean up any unneeded materials from previous lesson, get out any required for the next lesson, as listed on the board) and then may use the restroom and talk/have a snack.

Sharpening Pencils

You may only sharpen pencils with the electric sharpeners in the morning.

If using a hand-held sharpener, you must keep the sharpener in the bag when using it and empty it at the end of each day.

Quality of Work

All assignments are to be neat, complete, and turned in on time. You will have to redo any sloppy or incomplete work for less credit. All assignments are due the day after it is assigned, unless otherwise noted by the teacher. You will be responsible for any work that needs to be re-done. This work will be completed either during recess or in the evening at home. Fifth graders should treat school like it is their job.

Lining Up

You must ALWAYS line up in number order. If lining up in the classroom, the first person should not cross the front line. If a student gets into line late, they do NOT run ahead from the back to get in their spot- they must go to the end. Each week the line leader will be rotated so everyone has a chance. A sign is posted by the door to remind students of the line leader for the week. Students rotate each week. 1,2,3,4,5...; 2,3,4,5,1... etc.

Cubbies/ Backpacks

Your jacket must be kept in your zipped backpack and put into the cubby. Lunch boxes must be kept in your cubby, outside of your backpack.

If You Don't Get a Paper

If you are missed when papers are being handed out by the Paper Passers, do Not yell out that you did not receive a paper- extra papers are put in front of the turn-in folders where the papers (exception— I hold all extra tests). If you did not receive a sheet, SILENTLY walk to the folders and retrieve a paper.

Absences

It is your job as a student to be at school whenever possible. If you must be absent, all missed work will be put in your mailbox for when you return. You are expected to borrow a friend's notebook or my notebook to complete any foldables you missed. All work must be turned in the day following your return from a short absence. Longer absences will be handled on a case-by-case basis.

Following Along

Have all of and ONLY the specified materials out.

Look at and listen to the person who is speaking.

Stay at the right place in any text we're using.

Touch your materials only when directed.

Talk to your neighbor only when directed.

Whisper C3B4Me.

Participate .

Be respectful and supportive of other people.

Turning In Work

All assignments that are to be turned in (as specified on the "Questions" board) go in the designated folders at front of the room. Put paper in the right side of the inside of the folder and put a checkmark next to your name on the sheet on the left side. The only time papers are NOT turned in to a folder is when students are taking a test- these go on Mrs. Wippich's table in the INBOX once completed. EXCEPTION: Small exit slips and post-its are to be turned in to Mrs. Wippich's INBOX.

I'm Done- Now What?

Get up and turn assignment in to the folder, look at the board to see if there is another activity you are to do. If not, look in classwork folder for unfinished work to do. If no work remains outstanding, you should read quietly at your seat.

Independent Work

Have all of and ONLY the specified materials out.

Do your very best work.

Talk to your neighbor only when directed.

Whisper C3B4Me.

Working with a Group

- ◇ You are responsible for your job in the group (if assigned) and the results of the group.
- ◇ If you have a question, ask your group members before asking me.
- ◇ You must be willing to help your group members if they ask for help.
- ◇ If no one can answer a question, then agree on a consensus question and elect one person to raise a hand for help from me.
- ◇ Do your share!

Working with a Partner

- ◇ Participate actively.
- ◇ Ask questions.
- ◇ Respect each others' thoughts.
- ◇ Take turns.
- ◇ Never give up.
- ◇ Explain your answer.
- ◇ Respect all answers and opinions.

Transitions

Students will be given an amount of time to prepare for the next activity/subject. All students must be done cleaning up, prepared for, and in their spot for the new activity prior to the end of the time limit or they will spend time completing their work during breaks. Running, pushing, and yelling are not allowed.

Workspaces

Your work area must be kept neat and tidy at all times.

When cutting something out, gather all recycling in a central location and then dispose of in the proper container before moving on to the next step.

Before leaving the room, all trash must be thrown away and all materials be put away or, if we will be continuing the activity after our return, put into a neat pile in the corner of your work area (or in a tub for those sitting in

Class Library

You may borrow new books from the library in the mornings and during class breaks— NOT during Reading Workshop. Students must have at least 3 books on hand to read in case they finish or abandon a book and need something else to read. Trips to the Classroom Library will NOT be permitted during class.

Notebooks

Interactive notebooks are great tools for studying and homework and should be taken home! Please be sure to bring your notebook back to school each day as we work with them often and you will fall behind and your grade could be affected.

Entering the Room-Whole Class

After specials or other trips outside of the classroom, you are to enter the classroom QUIETLY and read the board before doing anything else. Then, QUICKLY and carefully follow the directions on the board QUIETLY and have a seat.

Getting Up During Instruction

You must remain seated during whole-group instruction. Do not get up to throw trash away, put a Golden Ticket in the container, or do other non-urgent matters. The only exception is if you need to get a tissue or are suddenly ill.

Out of Supplies

If you run out of supplies during instruction, please wait until an appropriate time (after I've finished the lesson) to ask to borrow an item from me—you will have to finish the work during a break or recess. You may not ask to borrow from the class supplies during whole group instruction time. This should not ever happen, though, because if you have completed your morning routine you will have noticed if you are running low on an item and will have already checked it out.

Attention Getters

Bell- One chime- lower the volume. Class is given three opportunities to get the level of noise right. On the third time the bell has to be rung, the activity becomes a Level 0 activity and no talking is permitted.

If students hear a click from my clicker, it means the students should stop what they are doing, freeze, and look at the teacher SILENTLY to hear directions. Students may unfreeze and start working again once teacher says "Go."