

2014-2015 Helpful Tips for Classroom Survival (Yours and Mine)!

Mrs. Grandstaff

Sixth Grade

Follow these procedures to reward yourself with complete success.



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I. BEGINNING THE DAY

✓ MORNING ROUTINE—ENTER QUIETLY AND ORDERLY

- 1) Go to seat and unpack all things you will need for the day.
- 2) Hang your backpack and coats neatly on hooks next to your number.
- 3) Read boards for any announcements.
- 4) Turn in any homework, conduct slips, folders, notes, etc. into baskets provided.
- 5) Begin quietly working on morning work, if the morning work is not already on your desk, check the extras box.
- 6) You start the class. We begin when you are ready to start learning.
- 7) Expect a great day! 😊

✓ MORNING ANNOUNCEMENTS

- 1) No talking at all—we must be able to hear all the important announcements.
- 2) Watch and listen carefully.
- 3) Stand for pledge without being prompted to do so.
- 4) Show respect during this time.

II. GENERAL CLASSROOM PROCEDURES

✓ I NEED YOUR IMMEDIATE ATTENTION: "Give Me Five"

When I need your attention, I will raise my hand or I will sound my whistle (at recess). If I request you to "Give Me Five", it is extremely important that I have everyone's UNDIVIDED attention. Immediately follow these steps:

- 1) Clap Once
- 2) Freeze
- 3) Eyes on me—or other speaker
- 4) Make sure there isn't anything in your hands.
- 5) Listen—don't talk

Another way I will get your attention is to say a phrase and have you call back a response. For example: when I say "Scooby Doo", you will respond "Where are you?" We will find our own class phrase to use for this.

✓ GETTING OUT OF YOUR SEAT

- 1) You do not need to ask permission to throw something in the garbage, to get a tissue, or to sharpen your pencil. Just use your common sense as to when you do these activities. (i.e. not during a lesson or group presentations, etc.)
- 2) ALWAYS push in your chair when you leave your seat.

✓ SHARPENING YOUR PENCIL

- 1) Never sharpen your pencil while I am teaching.
- 2) After I am done with my lesson and the class has started on the assignment, you may sharpen your pencil.
- 3) Always sharpen your pencil at the end of the day, so that it is ready for the next day.
- 4) I have a class sharpener that only I will use. I will sharpen your pencils at the beginning of the day.

✓ WHEN THE PHONE RINGS

- 1) Voices ALWAYS go off—silent so that the receptionist can hear.
- 2) Stop what you are doing, with your heads down.
- 3) Receptionist answers.
- 4) Quiet until phone is hung up.

✓ LINING UP TO LEAVE THE ROOM

- 1) Always clear everything off your desk before leaving the room.
- 2) I will call for students to line up—listen for your number.
- 3) Face front.
- 4) Place one finger on your lips so that you remember to be quiet and get ready for the hallway.
- 5) Outside is an extension of the hallway; therefore, no talking.

✓ MY DESK

- 1) This is my personal area and space. I will never go through your desk or your things and I expect the same from you.

- 2) Do not take anything off of my desk without my permission. I will provide a class stapler—please do not use mine without my permission.
- 3) Helpful tip: I do not like a crowd of people around my desk. I particularly do not like students standing in my view of the class. One person at my desk is fine, but no more than that.

✓ LISTENING TO/RESPONDING TO QUESTIONS

- 1) Raise your hand to speak.
- 2) Be respectful to others and REALLY listen to what your classmates/teacher has to say!
- 3) During discussion formats, you won't be required to raise your hand. Please be respectful and polite during this time. I will let you know when we will have discussion format lessons.
- 4) Remember: I think you all have great ideas to share, unfortunately I cannot hear them if you are all telling me them at one time. Thus, we must raise our hands and take turns talking.

✓ WATER BOTTLES

- 1) Please bring ONLY sports-top bottles—these are harder to spill.
- 2) DO NOT drink your water so fast that you are in dire need of a restroom break during a lesson. We take two class restroom breaks—make sure you can wait until those designated times.
- 3) If your water bottle becomes a problem (e.g. playing with it, having to go to the restroom excessively—see Individual Restroom Breaks below) you will not be allowed to bring your bottle back.
- 4) NO SODAS or JUICES! The purpose of your water bottle is to help your brain function better. Brain research tells us that we learn better when we are hydrated with WATER. Clear flavored water is okay.

✓ CLASSROOM LIBRARY

- 1) When to go—after you have finished an assignment or free time.
- 2) Choose a good book. You may have only **one** book at your desk.
- 3) Place the stick with your number in place of the book.
- 4) Record your name, date, author and title of the book on the clipboard.
- 5) Reshelf your book when you are finished with it in the same spot where your marker is located.

- 6) Check out another book, or replace your stick in the metal pail.
- 7) My books **NEVER** leave the room (unless you are given special permission by me or one picture book for book buddies)!
- 8) Please take care of our library books. I have been collecting these books for some time, and have paid out of my pocket for many. Please take good care of them while you are using them so that others can enjoy them as well. Do not write in them—use a sticky note!
- 9) Do not doggy ear the books. Recycled paper makes great bookmarks.

✓ VISITORS IN THE CLASSROOM

- 1) Be respectful and polite.
- 2) Be completely quiet with heads down, as soon as the visitor enters the room.
- 3) The greeter will open the door for visitors. NO ONE else will open the door for someone coming into the room.

✓ ANNOUNCEMENTS OVER THE PA (PUBLIC ADDRESS) SYSTEM

- 1) You will hear a buzz over the intercom.
- 2) Put everything down and follow steps 2-5 of *Give Me Five*.
- 3) Make sure all voices are off so we can hear the announcement.
- 4) Even if announcements do not pertain directly to you, please be quiet.
- 5) Return to work after the announcement.

✓ FINISHING AN ASSIGNMENT EARLY

- 1) Finish any other incomplete assignments.
- 2) Read a book.
- 3) Write in your journal.
- 4) Work on a Building Your Brain activity from the "Brain Bucket".
- 5) Allow others to finish their work and concentrate by staying quiet.

✓ WHEN I AM OUT OF THE ROOM

- 1) Stay seated—wait until I return to sharpen pencils, get materials, etc.
- 2) Unless otherwise directed, you should turn your voices off.
- 3) I will have several name takers—if your name is on two of the name taker's list, then you will receive a conduct mark.

✓ IF YOU ARE SUDDENLY ILL

- 1) If you feel like you are going to be ill, please run to the trashcan or step outside.
- 2) I will send someone to check on you and walk you to the nurse.

✓ HOW TO TRADE AND GRADE ASSIGNMENTS

- 1) Have assignment finished.
- 2) Make sure it is ALL legible.
- 3) Make sure the correct heading is on the top of your paper.
- 4) Switch papers with your neighbor.
- 5) Listen for Mrs. Grandstaff.
- 6) Get your correcting tool—red pen, crayon, marker, map pencil. (do NOT use a hi-liter, blue or black pens)
- 7) Sign G and your number at the bottom of the paper.
- 8) Put an "X" next to something that is INCORRECT.
- 9) Leave correct items without any markings.
- 10) Know what kind of grade to place at the TOP of the assignment.
Either a number correct over the total number completed or a percentage. Mrs. Grandstaff will tell you.
- 11) Make sure that all your questions and concerns have been answered after grading has taken place and before the assignment is turned in to the teacher.

III. ACCOUNTABILITY

✓ ABSENT

- 1) Note—you will have two days for every day you were out to turn your make-up work in.
- 2) YOU are responsible for your work—not the teacher, not your friends, not your parents.
- 3) When you return, copy assignments from another student into your Planner.
- 4) Double check to make sure that you received all worksheets or forms from your classmates. It is your responsibility to check on the work from all the teachers.
- 5) Ask your Study Buddy to help you understand work you do not understand.

- 6) Ask the teacher for clarification of assignments during a break time if you still do not understand.
- 7) Be responsible and take control.
- 8) If you do not ask for clarification, it will be assumed you understand.
- 9) Work not turned in will result in a zero.
- 10) When you are ready to turn in missed assignments, make sure you have the correct heading adding the word absent and place it into the tray marked absent.

✓ CLASSROOM JOBS

- 1) Take pride in doing your job.
- 2) Fill out the Job Application Form with your desired positions.
- 3) Two strikes and you're out—your job will be given to someone else.
- 4) Know your job responsibilities. If you have a question—ask a classmate or myself.
- 5) I'm depending on you to do your job and to do your job well!

✓ YOUR DESK

- 1) This is your area—take pride in it!
- 2) Keep your desk orderly—if you need help getting organized please see me and I will get you an "organizer buddy" to help you.
- 3) Only your Planner, textbooks, workbooks, folders, clipboard, chapter book, and supply box belong in your desk.
- 4) Toys, food, and loose papers do NOT belong in your desk.
- 5) Keep your hands, feet, paper, books, and supplies off your neighbors' desks.
- 6) Leave your nametag on your desk. Do NOT write on your desk or nametag.
- 7) Make sure all tennis balls stay on the legs of your desk.

✓ SUBSTITUTE PROCEDURE

- 1) Respect the Substitute's Directions and Rules, even if they are not exactly the same as ours.
- 2) Remember the Substitute is taking my place and is an equal of mine.
- 3) Be as helpful as possible.
- 4) The Substitute has all Procedures!
- 5) Only the supply manager will assist the substitute in finding the supplies when needed.

IV. PAPERWORK

✓ HOMEWORK PROCEDURE

- 1) Write homework assignment correctly in Planner including pages or title. The word Math or Science is not a correct assignment name.
- 2) Put your homework in the correct place (back in Homework Folder) so you do not forget it at home!
- 3) Call your "STUDY BUDDY" if you have any questions.
- 4) Come to school with your homework finished.
- 5) Turn in homework into **CORRECT** Tray/Box!
- 6) Unfinished homework will be completed (on your time) and turned into **LATE** box after you write the word late at the top.
- 7) If papers are late, write 50% at the top of the page and circle it. Place it in the 50% bucket.
- 8) Absent homework needs to be turned in to **ABSENT** tray.

✓ TURNING IN ASSIGNMENTS

- 1) Check to make sure the correct heading is on your paper before turning it into the correct box.
- 2) Place your work inside tray, and make sure that it is facing the same way as the others.
- 3) If there are no more than 2 at the trays, you may place it in number order as well.
- 4) See "Finishing An Assignment Early" for next steps.

✓ PASSING PAPERS IN

- 1) Listen for which direction to pass the papers.
- 2) Please pass papers in from desk-to-desk, not hand-to-hand.
- 3) Wait until you have all the previous desks' work before you pass.

✓ HEADING/ASSIGNMENT GUIDELINES

- 1) All information should be in the upper **right** hand corner with the holes on the left side.
- 2) First Line: Your name (first and last) and your number—circle your number.

- 3) Second Line: Date (Example: Sept. 8, 2013)
- 4) Third Line: Name of Assignment (Example: English p.48 #1-9)
- 5) NO FUZZIES: That means papers ripped out of a spiral notebook.
- 6) Each paper you turn in should have your proper heading on it—If it does not have your heading I will deduct five points from your grade
- 7) All assignments must be done in either pencil or blue/black ink—no red or hard to read colors. (Math is always in pencil.)
- 8) Assignments should be neat and legible—take pride in your work!
- 9) All final drafts for writing assignments should only be written on one side of the notebook paper. Watch the margins.

✓ PLANNERS

- 1) Record assignments for EACH subject WORD FOR WORD.
- 2) Ask Mrs. Grandstaff if you are unsure what something means.
- 3) Use the board to record due dates, holidays, and other reminders—check on status of long-range projects EVERYDAY.
- 4) Never leave to go home without it completed.
- 5) Never come to school without it.
- 6) End of each day—circle or high light any assignments you did not finish and need to complete for homework.
- 7) Get it signed DAILY!
- 8) Place it on your desk every morning (even if it is not signed) to receive a sticker from the Planner Checker.
- 9) If there is a personal note for Mrs. Grandstaff, it is YOUR responsibility to show her before announcements start.

✓ TUESDAY FOLDERS

- 1) Take home every Tuesday.
- 2) All graded assignments will be returned to your mailbox. When your number or group is called, you may go to your cubby and remove your papers. Please take your papers back to your seat to review them—do not stand at the mailbox.
- 3) In addition to graded work, you will also have special notes and reminders from Gentry or myself. Place all notes in front of returned assignments and show both to parents.
- 4) Your progress report will be attached to the front of your folder.

- 5) Please make sure a **parent signs** your folder and it is **returned** the next day. If your folder is not returned, you will receive a conduct mark each day until it is returned.

V. OUTSIDE THE CLASSROOM—REMEMBER YOU ARE REPRESENTING YOURSELVES AND YOUR TEACHER!!

✓ RESTROOMS

- 1) Separate boys and girls line should each be seated on the gray line.
- 2) When done, you should go to the end of your boy or girl line and sit back down.
- 3) The monitor will be in charge of calling you into the restroom. Watch for your turn.
- 4) You will receive conduct marks for talking or playing in the bathrooms.

✓ INDIVIDUAL RESTROOM BREAKS

- 1) Due to the fact that we will take two daily restroom breaks as a whole class, individual breaks should be VERY FEW and FAR BETWEEN.
- 2) If you have an emergency and must go individually, you will be required to use a Restroom Pass.
- 3) You are allotted 2 Restroom Passes per Six Weeks.
- 4) Raise your hand and ask permission and I will sign your Planner Restroom Pass.
- 5) If there are any problems (ex. Playing in restroom, bothering other classes on your way to the restroom) with you going individually, you will have to go to the nurses' restroom and the rest of your passes may be revoked.

✓ HALLWAY

- 1) Walk one behind the other on RIGHT side of the hallway.
- 2) Silent in the hallways at all times—this includes Mrs. Grandstaff. If you have a question for me, please save it for the classroom. I will also not talk in the hallways.
- 3) Walking from the portable to the building is considered an extension of the hallway; therefore, no talking.

✓ SCHOOL LIBRARY—Enter Quietly!

- 1) Walk quietly down the hallway—Do NOT disturb any other classes on your way.
- 2) Enter the library quietly.
- 3) Check out your books. This time should be used to find books, not to socialize with your friends.
- 4) Sit at a table and begin reading your new book until the other members of your class are all checked out.

✓ COMPUTER LAB

- 1) Enter quietly.
- 2) Sit in the same seat each week.
- 3) Sit on top of your hands until I give you directions.
- 4) When you leave—make sure you are logged off and your chair is pushed in.

✓ FIRE AND SAFETY DRILLS

- 1) It is very important that you remain calm and follow directions during any safety drill.
- 2) You should line up quickly and quietly in your number order.
- 3) We will practice lining up—you will know who should be in front and behind you.
- 4) This will aid me in making sure everyone is accounted for.
- 5) DO NOT RUN to the door. Remain calm and walk to your spot in line.
- 6) Once outside remain in your order, in line.
- 7) I take drills VERY seriously. If you are playing or not following directions during a drill, serious consequences will follow.

✓ CAFETERIA

• EXPECTATIONS:

- 1) NO TALKING in the cafeteria line.
- 2) Whisper to the people next to you, not across the tables.
- 3) If more than two students do not follow expectations at lunch the class will NOT go out to recess.
- 4) The report you receive in the cafeteria will also effect your recess.

- ENTERING:

- 1) You should be lined up in lunch order.
- 2) Enter quietly.
- 3) Know your pin code.
- 4) Know what food choices you are going to make.
- 5) Skip a tile between each student when waiting in the cafeteria line.
- 6) Only 5 students may enter the serving line at a time. When one student leaves another student may enter the line.
- 7) NO TALKING IN THE CAFETERIA LINE.
- 8) Students need to use the word "PLEASE" after the choice they choose in the line. For example: "I would like a hamburger please."
- 9) Please be respectful to the lunch monitors. Follow their rules and be polite.
- 10) I take lunch offenses very seriously. If you choose to throw food at any point in the year, consequences may include but are not limited to: loss of recess, lunch detentions, or other natural consequences.

- LEAVING:

- 1) The cafeteria monitor will tell you when to stand up. You will need to wait until she signals for you to line up and throw your trash away. There should be only ONE student in the trash area at a time.
- 2) If you drop something, pick it up.
- 3) You should leave the cafeteria quickly and quietly.

- ✓ RECESS

- 1) You must stay in the given perimeter of the field/court. Do NOT go down the hill.
- 2) Make sure you listen for the whistle and line up when you hear it.
- 3) Be respectful to other children and the teacher.
- 4) Remember that recess is a privilege in sixth grade—you must EARN it. There may be some days when we do not have recess due to whole-class behavior issues. Individuals may also lose recess due to low conduct grades or missing assignments.

VI. END OF THE DAY PROCEDURE

- 1) Take out your Planner and circle or highlight any unfinished work that will be homework.
- 2) Sharpen your pencils so they are ready for tomorrow.
- 3) Clean your area and desk—there should not be anything left on the floor when you leave.
- 4) Wait for me to call your number to get your backpack. Go straight to the hooks and straight back to your desk.
- 5) Pack your Planner, homework and supplies needed. Don't forget to get your Planner signed!
- 6) Wait until I ask you to line up, then stack your chair on top of your desk and follow the procedure for lining up.
- 7) Car Riders should line up at the front of the line.
- 8) Bus riders will line up according to bus number.
- 9) The bell does NOT dismiss you—I do. We will be dismissed as soon as all desks and the floor are clean and everyone has followed the entire end of the day procedure.
- 10) Walk quietly down the hallway and outside.
 - ✓ Car riders will tell the appropriate 6th grade teacher when their ride is in front of the school. They will sit until their name is called.
 - ✓ Bus riders will sit quietly in the bus line, and walk quietly to the bus following the teacher in the front of the bus line.
 - ✓ Remember you are the role models for the school.
- 11) Get plenty of rest so that you are ready for the next school day! 😊