

MISS GOWIN'S CLASSROOM PROCEDURES

Procedures are a part of life. We follow procedures for using a telephone book, buying an item at a store, and even ordering food at a restaurant. The reason we have procedures in life is so people can live and work in society, knowing acceptable and efficient ways to complete daily tasks.

There are also procedures in this classroom. These procedures help establish a safe and productive classroom. Listed below are some procedures for situations that will arise in our classroom this year.

ENTERING THE CLASSROOM FOR LANGUAGE ARTS

Make sure you have all your materials ready for Language Arts class. Next, wait on the black line outside my classroom door. This provides an ample amount of space for the previous class to exit the classroom. When I give your class permission to enter, please walk into the classroom quietly with no pushing or shoving, and proceed to your desk. Begin working on the incoming activity that will be provided for you. Instructions will be on the board. If, for any reason, you need extra materials for class, I will post a note on the whiteboard, outside of my room.

WHEN YOU ARE TARDY

When you are tardy at the beginning of the day, you will have to get an "admit slip" from the student attendance office. When you are tardy throughout the school day, the teacher will mark "tardy" in PowerSchool. Consequences for multiple tardies can be found in the Student Handbook.

LEAVING THE CLASSROOM

If you must leave the classroom for any reason, such as a trip to the restroom, please do not ask during instruction time. Please try to ask during the opening activity, or during work time after the teacher has explained the assignment. Please raise your hand quietly (or use the hand signal for restroom (a raised fist), and wait until I give you permission. You must use the appropriate "hall pass" lanyard, and sign your name on the "sign-out" sheet.

END OF PERIOD/ END OF THE DAY DISMISSAL

Please remain in your seat until the teacher dismisses the class. At the end of the class period, do not get out of your seat when the clock strikes the dismissal time. The clock is not allowed to dismiss the class, but I can! When I dismiss you, please check around your desk and pick up any paper, pencils or items you may have dropped.

End of the day: Remove your student ID and place it in your laptop bag for safe keeping. Put both items inside your Royal Time desk.

ASKING A QUESTION

If you need to ask or answer a question in class, please raise your hand quietly and wait patiently for the me to call on you. Please do not make noise, talk to your neighbor, or wave your hand wildly in the air. DO NOT be afraid to participate!

NON-VERBAL CUES

To keep the class running quietly and smoothly, we will use non-verbal signals throughout the school day for pencils, tissues, and bathroom breaks. Here are the signals:

- Pointer finger in air = "I need a pencil."
- Two fingers in air = "I need a tissue."
- Fist in air = "I need to use the restroom."

When I acknowledge your signal, I will either:

- 1.) repeat the signal back to you (meaning you may use the restroom—after filling out the sign-out sheet, exchange your broken pencil for a new one in the cup, or get a tissue),
OR
- 2.) shake my head no (meaning you must wait until a different time).

***If there is ever an emergency, get my attention right away, and let me know what is happening.**

TURNING IN PAPERS

Depending on the assignment, papers will either be turned in:

- 1.) at the beginning of the class period, or
- 2.) after the class has gone over the assignment together.

*I will have directions on the whiteboard explaining which "turn-in" method you should use.

HOMEWORK

Homework allows you to practice the skills we learn in class. For this reason, homework assignments are often given. It is an expectation that homework is completed to the best of your ability and turned in on time. If, for any reason, you fail to turn in the assignment on time, you must take a "Homework Ticket" and fill it out. Once you complete the missing assignment, you will staple your "Homework Ticket" to the assignment and turn in the work to the appropriate tray.

*If you repeat this infraction more than twice a month, a phone call will be made home.

DISCIPLINE

The classroom expectations in our room are positive, simple, and thorough: Be Responsible, Be Respectful, Be Safe, and Be Kind. If a student chooses to break a classroom expectation, the following consequence(s) will occur:

1. Warning
2. Conference with student (before, during, or after class)
3. Phone call home + student expectation notice
4. After school detention + reflection worksheet
5. Referral to the Principal's Office

***These consequences are subject to teacher discretion.**

****At any time, a private conference with the student and/or a parent contact may be arranged.**

ATTENTION!

When I need to address the whole class, I will do one of two things.

I will either...

- 1.) say "Give Me Five" and raise my hand (or just raise my hand), or
- 2.) say, "Class, I need your attention, please."

When I do either of these things, you must stop what you are doing and focus your attention on me. If I say "Give Me Five," you must also put your hand in the air, so I know you are giving me your full attention, and you are ready to listen. If you are not at your desk during this time (i.e. working on the floor or sharpening pencils), you will follow the same directions, but just stay where you are.

When you are Absent

Letting the school know you are absent:

If/when you are absent, there are multiple things you must do. First, to let the school know you are going to be absent, you should have your parent/guardian either 1.) call the school, or 2.) bring a note to school the next day.

Retrieving missed assignments/work:

When you arrive back at school, you should go to the "Homework Calendar" on the classroom wall. There, you will find the information on what you missed. If there are any worksheets/notes you need in order to complete the absent work, you will need to take them from the "Absent Work" crate. A classwork/homework log will also be available to view.

Amount of time to make-up work

As stated in the TMS Handbook: "A student will be allowed the same amount of days to make-up work as he/she was absent. Work will be made up in a manner acceptable to the teacher."

Reading Book

There are times in the school day when you may finish your work before other students. For this reason, you must have a reading book with you at all times. Reading is VERY important and directly correlates with academic success. When you are finished with everything, you should take out your book and read, unless otherwise stated by the teacher.

Expansion Activities

There are times in Language Arts class when you may finish an assignment/task before other students. In our classroom, we are never finished learning! Learning is a process that continues your entire life. In class, when you finish an assignment early, you will be asked to work on an "Expansion Activity." These activities include games, worksheets, journal entries, etc. You will have the choice of which activity you want to complete.

Language Artist of the Week

In our class, we all work together. Every week, there will be a "Language Artist of the Week" assigned in each L.A. class. If you are the chosen student, you will help with passing out papers, the daily warm up, filling out absent work, and a variety of other tasks. You will also complete an "About Me" poster to hang up in the hallway (under your hour's "Language Artist of the Week" banner).

GET EXCITED!

We are going to have a wonderful school year, filled with learning and lots of puns...I mean, fun! I am so glad I get to have you in my class!

WELCOME TO SIXTH GRADE!