**Policies / Procedures**

1. *Coming into the classroom:* I will greet you at the door each day. If I am not there… wait, unless I give you permission to come in. Wait quietly in the hallway. I will greet you, check to see that you have your materials and work (reading log, spelling work, any homework). Once you are in the classroom you need to remain quiet. Find your seat quickly and begin work. If you are not in your seat working when the bell rings, you are tardy. Those who arrive early may receive Brickie Bucks to buy privileges. Copy down the weekly/ daily agenda into your assignment book when you arrive. Currently, you are assigned seats. Depending on behavior, you may be given opportunities to choose seats at a later time. Do not complain about your seat or partner. Imagine how you would feel if the person next to you was complaining. You will have to learn to get along with a lot of different people.
2. *No cell phones or electronic devices:* Do not bring them in, it is not worth a referral or having to have your parents come and pick it up after school. If you are reading a book on a kindle/ tablet, get parent’s permission to bring it in for reading. Using the tablet for other things is not permitted.
3. *While someone is speaking:* remember SLANT
   1. *S-* sit up straight
   2. *L-* listen and lean in
   3. *A-* Ask and answer questions
   4. *N-* nod your head, no talking
   5. *T-* track the speaker (follow with your eyes/ body)
4. *Partner Talk:* You will be given a lot of chances to have discussions with your partner or a group. You may be assigned a role during your discussions. You should always turn to your partner while talking, lean in and use a whisper voice. I will give you specific instructions for discussions.
5. *Getting out of you seat:* We will do activities and projects in which you will be up and moving around often. However, during instructional time, you should not be out of your seat for any reason. If you need out of your seat, use the appropriate hand signal. You might not get permission immediately. 1. Sharpen pencil 2. Tissue 3. Bathroom emergency (must use pass, never while I’m speaking)
6. *Hallways/ outside of class:* Despite what you may have heard in 5th grade, you will still, on occasion, walk in silent lines in the hallway. When we walk down the hallway, I expect you silent when other classes are in session. I always expect that you walk single file when we are in the hall. During storm or file drills, it is essential that you are silent and listening for directions. We will occasionally have class in different locations (lobby, outside, gym) I expect your absolute best behavior. I don’t want to have to take the privilege of leaving the classroom away for poor behavior.
7. *Turning in work:* I will check for work as you come into class. When work is due, you can turn it into the basket designated for your class. I also collect work during and after class. Make sure all of your work is headed correctly. Your name, class period, assignment, and date should be on every assignment.
8. *Computers:* You will be assigned a computer number. That is the only computer you should use UNLESS I give you specific permission to use a different computer. You will lose computer privileges if you are playing games or on sites other than what we are working on. If you shut off or close another students computer you are immediately assigned work center (lunch detention) and parent contact will be made.
9. *Class materials:* I will have highlighters, post-its, and index cards for your use in class. Please treat these items with care. If you waste these items, you will be required to replace them. Pencils can be “borrowed” for 5 Brickie Bucks, but they must be returned after class. Groups will be checked to make sure all items are accounted for before you are dismissed.
10. *Independent Reading:* Bring your book to read every day. At first you will stay in your seat during any reading time. Start right away, stay quiet, jot notes in your reading log, and actively read.
11. *Dismissal:* I will dismiss the class. Do not get up out of your seat until I dismiss you. Before anyone leave the classroom, the desks and floor need to be completely cleaned up, everyone must be seated, and the classroom must be silent. You may be asked to turn in an exit ticket as you leave the classroom. If your exit ticket is not quality, you will be assigned work center.