**Ms. Shilkitus’ Classroom**

**Policies and Procedures**

***Beginning Class***

1. **Entering the room:** Please ask permission before entering. No students are allowed in the room without adult supervision. When you come into the classroom each morning, please unpack your things quietly, and begin the bell work on the board.
2. **Bell Work:** Bell work should be completed immediately upon entering the room. If you do not complete the bell work before Morning Meeting starts, you will need to find time later in the day (snack time, recess, lunch, etc) to complete the assignment. You will be asked to hand in bell work later in the day, depending on the content that is covered. If you come in late to class, you are still responsible for completing the Bell Work for the day and having it turned in before leaving the class for the day.
3. **Coming to order:** Your attention is necessary for the teacher to teach and for you to learn. The teacher will ring a bell, say “1, 2, 3, eyes on me,” or use another obvious method to get your attention. Please stop your activity and look at the teacher.
4. **Attendance:** The teacher needs to take attendance and lunch count after the pledge. It is important for you to be in your desk at that time so she can tell if you are present.
5. **Morning Meeting:** At 8:15 each day, we will gather for our morning meeting. Topics will vary, but you will need to participate. After unpacking in the morning, follow the directions on the whiteboard to be prepared for the Morning Meeting.
6. **Transitions:** When leaving homeroom, students will need to retrieve all necessary books and supplies for Math. Being prepared is essential to learning. There will be a consequence if you have to go back and retrieve a missing item.
7. **Restroom Use:** You may use the restroom when the teacher is not instructing. Notify the teacher that you are leaving and use the appropriate pass. Try to use the scheduled breaks to use the restroom or get a drink. You may have a water bottle in class.

***Ending class***

1. **Closing activity/Announcements:** Before it is time to end a class, the teacher will give you an estimate on how much time you have before transitioning to something new. Please use the time wisely so you are prepared to move on with the rest of the class. You are responsible for writing down the assignment in your planner.
2. **Planner:** I will be checking your planner daily. It is your responsibility to have all assignments written correctly in your planner *before* check it at the end of the day in order to receive a class work grade for the day.
3. **Stack Chairs:** All chairs should be stacked on top of your desk before you leave for the day. If someone near you is absent or struggling, please be a good citizen and help him/her place the chair on top of the desk.
4. **Room clean up**: Everyone in this room is responsible for making sure the room is clean. You are responsible for your area, but if you happen to see a mess elsewhere, please be a good citizen and clean it up.
5. **Carpool:** We will walk outside as a class. Older students will leave to go to the younger students’ carpool lines. When you are waiting for you car, please be quiet and watch for your car. For indoor release, students will not leave until an adult comes.

# *Classroom Procedures*

1. **Classroom Rules:** 
   1. Be prepared for class by having all the necessary materials to have a productive day.
   2. Be on time and ready to work.
   3. Be respectful to yourself, your peers, your teacher, and your environment.
   4. Be polite in conversation and be courteous to each other.
   5. Put forth your best effort at all times.

If you choose to violate the rules, the following consequences will ensue:

**First time**: A warning.

**Second time**: Loss of recess time(5 minutes) and contact with parent

**Third time**: Loss of recess (15 minutes) and contact with parent and administrator

**Fourth time**: Referral to administrator.

1. **Sharpening Pencils:** You may sharpen pencils during breaks in class. Please do not get up to sharpen a pencil while instruction is going on.
2. **Bathroom/Drinking Fountain**: Please try to keep bathroom/drinking fountain breaks to times when instruction is not happening. Because I understand emergencies happen, if you do need leave the room, please take the appropriate pass and go, avoiding making a ruckus. \
3. **Collecting Papers:** Please be sure to hand all assignments that must be turned in to the teacher. Please do not place homework papers on the teacher’s desk, unless you are prepared to take a zero for the work. ☺ All late work must be labeled with the date it is being turned in and placed in the Late Work Folder on the teacher’s desk.
4. **Tardiness:** If you arrive to class after 8:15 in the morning, you MUST have a signed pass from the office.
5. **Class Preparedness:** If you do not come to class prepared, you must first seek to solve the problem yourself. If you are unable to do so, you may face the behavioral consequences as outlined above.
6. **Gum/Candy/Food:** There is no gum allowed on our campus. You may have candy only with your lunch. You are also asked to bring a healthy snack each day for snack time in the morning.
7. **Snack Time:** Our class will have snack in the morning. Snacks should be nourishing and healthy! They will be allowed one snack item. Please no liquid snacks such as drinks, yogurt, fruit cups, etc, or snacks that require utensils. Good ideas for a snack might include fresh fruit, fresh vegetables, granola bars, fruit/cereal bars, or crackers. Please do not send candy or pure sugar snacks, like cookies. No utensils or microwave is available for snack or lunch time.
8. **Coats/Hats:** Students are allowed to have coats and hats with them when the temperature calls for it. These items are not to be worn when indoors.
9. **Dress Code:** Students are required to adhere to the dress code prior to entering the class and remain in code during class. Violations will result in losing privileges within the classroom.
10. **Toys, Cell Phones:** No toys are allowed in class. There are no cell phones allowed on campus or in the classroom.

# *Group Time*

1. **Forming groups:** Students will be given instructions before moving into groups on how to form the groups.
2. **Misbehaving groups:** If a group is misbehaving to the point that the teacher must repeatedly speak to that group, the group will disband and each member will be responsible for working individually to complete the task/assignment.
3. **Benefits:** Working in a group provides many benefits, including the fun of socialization. It is up to you as the group members to prove to me that you are up to the challenge of working in groups to accomplish amazing things! ☺

# *Class Work*

1. **Paper Heading:** Please see the example on the wall.
2. **Pen or Pencil?** All math assignments must be completed in pencil. All other assignments may be completed in blue or black ink or pencil, unless otherwise stated by the teacher.
3. **Computer Use:** Students may choose to word process assignments. This is fine, however, I am unable to print assignments for students, nor am I able to receive assignments via email.
4. **Incomplete Assignments:** An incomplete assignment will be counted as missing/late until it is completed.
5. **Late Work:** Students may turn in late work for a 10% grade deduction per day per assignment. Late work must be turned in to the Late Work Folder on the teacher’s desk in order to receive credit. Late work must be labeled with the original due date as well as the date the assignment is being turned in.

# *Homework*

1. **Assigning Work:** I will assign homework Monday through Thursday, with *usually* no homework given on Fridays. There may be times when long term projects necessitate some work on the weekends. I try to give about 60 minutes of homework, with the understanding that students will also spend approximately 20-30 minutes of additional time reading each night.
2. **Late Work:** Students may turn in late work for a 10% grade deduction per day per assignment. Late work must be turned in to the Late Work Folder on the teacher’s desk in order to receive credit. Late work must be labeled with the original due date as well as the date the assignment is being turned in.
3. **Missing Assignments:** Missing assignment emails will go home daily to parents. Missing assignment reports will also be included in Thursday Folders.
4. **Collecting Work:** All work is to be handed directly to the teacher. Unless you are placing papers in the Late Work Folders, please do not place papers on the teacher’s desk.
5. **No Name Papers:** Papers with no name will be placed on the front board. Late work penalties apply to paper with no name.

# *Outside the Classroom*

1. **Playground:** All students are required to follow all rules on the playground. This includes paying attention to all directions given by the recess monitor, even if it is not your teacher.
2. **Hallways:** We are to remain quiet in the hallways, as we would not want to hinder the instruction of our fellow students. We are expected to walk on the right side of the hallway at all times.
3. **Lunchroom:** You are expected to follow all rules in the lunchroom to promote a positive social experience for all students.
4. **Before School:** Doors to the school open at 8 am. At that time, you are to proceed directly to your classroom.
5. **After School:** Older students will go to their younger siblings’ carpool. Be alert, wait quietly, and watch for your car.
6. **Field Trips:** Students act as ambassadors for Imagine Indigo Ranch both in and out of school. Therefore, appropriate behavior on field trips is mandatory, and violators will be treated on a case by case basis.
7. **Specials Classes:** While waiting for specials teachers to be ready for your arrival, please wait quietly and respectfully for the teacher.

# *Other Cases*

1. **Fire Alarm:** Exit silently via door, proceed down stairwell and outside to assigned location. Students are to remain silent and lined up accordingly in order to have the most effective drill.
2. **Tornado:** Teacher will give specific instructions.
3. **Lock-Down:** Teacher will give specific instructions.
4. **Phone:** The phone may only be used in the case of an extreme emergency.
5. **Intercom** : Students should stop what they are doing (especially talking!) and listen to any announcements made via intercom.
6. **Room Visitors:** If a visitor comes to the room, you are to continue working, unless I call your attention to the visitor.