

Be a STAR student!

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Show respect,
Take responsibility,
and be
Ready to learn.



Expectations

Respect yourself. Listen Carefully.

Follow Directions.

Work Quietly. Do not disturb others who are working.

Respect Others. Be kind with your words and actions.

Respect school and personal property.

Work and play safely.

Be Prepared for School:

- Get a good night's sleep
- Eat a good breakfast
- Come to school on time
- Bring a healthy snack
- Only water to drink in the classroom at any time
- Bring homework, supplies, and planner to school
- Be prepared for recess by dressing appropriately for the weather

Classroom Routines and Procedures

Beginning of the day:

- Greet your teacher with "Hello or Good Morning" when coming through the door
- Put away your backpack in your cubby and get out the supplies you will need
- Turn in items from parents on teacher table; homework to the correct tray
- Make sure you have two sharpened pencils
- Fill water bottle (if necessary)
- Complete classroom job if appropriate
- If you are late, get a tardy slip from the office and give to the teacher when you enter the classroom

During class time:

- You may use the bathroom any time except during instruction-when the teacher is teaching or when you are working collaboratively with a group
- Take the bathroom pass and put it on your desk
- Return promptly after washing your hands and return the pass
- Fill up your water bottle at the beginning of the day or during lunch
- If you do not have a water bottle, follow the same procedure for going to the restroom
- If you are wearing socks, you are allowed to take your shoes off during class time, unless we're doing an investigation
- If you are late, or are returning to class from another room, ask someone sitting near you to help you know what we are doing
- During group or partner work, stay on task, actively participate, problem solve through respectful communication and compromise. Stay with your group or partner.
- Independent work will be at your desk unless otherwise noted
- We will have snack time after specials
- Silence is not mandatory, but voice control must be used
- Quiet is the expectation during direct instruction and during independent work

Assignments:

- Put your first name, last name, and number on all papers
- Put the date on all papers
- Turn all completed assignments in to the correct tray
- If you are absent, it is your responsibility to ask the teacher for missing assignments
- You will have the same number of days you were absent to complete the work
- Write "ABSENT" on the top of the paper when complete, and turn in to the correct subject tray
- If you do not finish a class assignment, you will complete it during study hall
- If you are unclear about an assignment, ask a friend first, then check with the teacher, unless it is a test-then you will need to raise your hand and ask the teacher for clarification
- **If you finish an assignment early:**
 - ~Work on incomplete or missing assignments
 - ~Work on homework
 - ~Work on any assignments missed because of an absence
 - ~Read a book
 - ~Help a friend, if appropriate
 - ~Visit approved apps or online sites for practice

Classroom Library:

- Treat books with respect
- You may read any time you have completed assignments
- You may read anywhere in the classroom-sit on the floor, sit in your chair, sit on the bean bags, sit on the pillows, sit on the bench, sit on the couch, etc.
- You must check out classroom library books-using the sign-out procedures
- Keep the classroom library neat and orderly, returning books to the proper place
- Books are NOT to be removed from the classroom

Classroom Jobs:

- **Mail Carrier:** puts mail in boxes without commenting on any grades, puts papers in absent student's mailboxes, and checks to see that everyone has their mail at the end of the day
- **Lunchroom helper:** takes trays to café window, washes tables and benches, and puts up the benches when needed
- **Teacher Assistant:** greets guests, answers phone, checks to see that the floors are clean at the end of the day, and is the "Ask Me" person
- **Librarians:** reminds students to turn in books, checks books in and returns them to their spot, and shuts down the computers at the end of every day
- **Paper Clerk:** helps pass out papers in class and hands out folders for tests or quizzes

Computers (Desktops, Laptops, Netbooks, Personal Devices):

- Only one person per computer unless otherwise noted
- Headphones or earbuds must be used when using sound
- You must have approval before you print anything
- Know how to use your flashdrive and use it to save all work on school devices
- Use your device responsibly-games, texting anyone, or "surfing the net" is not allowed unless otherwise noted

Hallways:

- Line up in number order
- Do your best to stay in a line
- Walk on the right hand side of the hallway
- Lower grade expectations are for students to be silent in the hallways; you must use maximum voice (volume) control downstairs. If you are unable to use a very soft voice, it would be best not to talk
- Stay together; no big gaps in the line going downstairs

End of the Day:

- Make sure your assignments, notes, or project due dates are written in your planner before the teacher signs it
- Collect your mail and put it in the appropriate place to take home
- Put your homework and needed materials in your backpack
- Do your classroom job, if appropriate
- Line up at the door and wait to leave
- Stay together; no big gaps in the line
- Say goodbye to the teacher with a hug or high-five
- Everyone gets a hug on Friday

Fire Drills, Tornado Drills, Lock Down:

- **Fire Drill**
 - ~Line up quickly and silently at the door
 - ~Follow Fire Drill procedures
 - ~No talking inside or outside
 - ~Line up in number order once outside
 - ~Resume normal classroom routine after the drill
- **Tornado Drill**
 - ~Line up quickly and silently at the door
 - ~Follow Tornado Drill procedures
 - ~No talking
 - ~Resume normal classroom routine after the drill
- **Lock Down Drill**

- ~Move quickly and silently to designated area in the classroom
- ~Follow Lock Down Drill procedures
- ~Absolute silence
- ~Resume normal classroom routine after the drill

Problem Solving:

- **Problem at Recess**
 - ~Try to solve the problem calmly using the Conflict Resolution wheel strategies
 - ~Move away from the situation
 - ~Ask a recess duty teacher for help, if necessary
- **Problem with Friends**
 - ~ Ask a mediator to help
 - ~Figure out the problem
 - ~Try to solve the problem calmly using the Conflict Resolution wheel strategies
 - ~Listen to both sides of the story and check for misunderstandings
 - ~Apologize if necessary
 - ~Solve the problem
 - ~Take a break from your friend if you need to
 - ~Be polite, even if you are angry
 - ~Ask an adult to give examples of solutions if necessary
 - ~Ask for a meeting with the counselor
- **Problem with Grades**
 - ~Ask for help - parents, friends, and teachers
 - ~Talk to teacher about grades
 - ~Figure out what you are going to do to improve your grades - ask an adult for ideas
 - ~Implement your plan
- **If you or someone is seriously hurt or injured, get a teacher immediately**
- **If you or you know of someone being bullied, talk to a teacher or the counselor immediately**

