

Miss Koschik's Class Procedures

Morning/Arrival Routine: (Typical Morning Routine-TMR)

Please be sure that you follow these routines when you arrive to school each day. They will help get our morning off to a great start!

- Go directly to your seat and neatly remove all of the materials that you will need for the day from your backpack. (homework, agenda, notes for Miss Koschik or the office, etc.)
- Organize the materials that you have just removed from your backpack and organize your desk.
- Sharpen your 2-3 pencil(s).
- Check your uniform. If you have a uniform violation, please let me know and I will send you to the office for a change.
- If necessary, please pick 3 new D.E.A.R. books for the day and place in your Independent Reading Folder.
- Quietly begin the 'Morning Work' that is displayed on the front board. While you are working I will take the attendance. Please work on Morning Work until STAR News.

Work Time:

When we are working on learning activities I do not mind educational discussions. In fact, talking about learning is one thing that helps us to learn best! If I feel, however, that the class is being too loud or wasting valuable learning time, I will put the class on a short break (5-10 minutes) where talking will not be permitted. This will give us time to calm down and to refocus our energy on learning and getting work done. (We will discuss conversation levels as we move along.)

Sharpening Pencils:

2-3 pencils are to be sharpened during your morning routine. You may not sharpen your pencil in the middle of a lesson; it is too disruptive to others. If you need a sharpened pencil in the middle of a lesson, quietly raise your pencil in your hand and I will excuse you to pick from the "sharpened pencil" box. It is always a good idea to keep two or three sharpened pencils at all times so that you have a sharp one in your desk.

Bathroom Use:

When you need to use the restroom, silently signal me with the bathroom hand signal we talked about and I will simply nod if the time is appropriate. Please try to manage your time wisely and do not use the restroom during instruction unless it is an *emergency*. If you consistently abuse this privilege, for example leaving in the middle of a lesson, during tests, during a presentation or guest speaker, your time will be limited and monitored.

* Exceptions will be made with a note from a physician.

Asking Questions/Giving Answers:

- Raise your hand
 - Do not blurt out!
 - Wait patiently.
- * Many times I will choose students at random by pulling their stick out of a cup.

Walking in the Hallways:

We walk down the hallway in one silent line. Here are some things that you must understand and abide by:

- No talking in line. If you do, you will be asked to go to the back of the line; your ticket will be pulled when we return to class.
- If talking or running takes place in the hallway, we will return to the classroom, sit down and try again.
- Hands are to be placed behind your back at all times. However, if you see a friend or teacher you would like to greet in the hallway, please give them a silent wave.

Please give other classes the respect to reach their maximum potential. You will appreciate the same.

Homework/Late Assignments:

Homework packets will be given on a weekly basis and will be due the last day of that school week, unless stated otherwise. READING daily is an expectation! You will have until the following Monday to turn missing assignments in for credit, if it is not turned in by then, I will record a zero for the assignment. If the homework packet is not turned in on time, you will miss our end of the week celebration of learning to complete seat work.

Agendas:

Agendas will be completed at the beginning of each school week. We will fill out the work for the week so that you will be ready and the homework will be posted. Agendas are also a great tool for communication for me to your family. (Be on the look out for “Beary Good News” notes!) **Agendas are to be signed by your family members every night** and returned to school the next morning.

End of the Day Routine:

- Put your belongings neatly in your desk.
- Stack chairs.
- Record your daily behavior color in your agenda.
- Wait quietly in the gathering area to be dismissed. –We will read together, have our class meeting, share fun facts, jokes, and reflections on the day.

Whale Done:

Reinforcing positive behavior in the classroom is important to a successful learning experience. Students will be recognized for positive behavior throughout the day with “Whale Done” certificates and tally marks that result in prizes. Each morning, during our

morning meetings, students who have exhibited outstanding character traits the following day will be rewarded with a certificate to take home and a “Whale Done” sticker. Throughout the day, students who are caught making good choices will receive a tally mark. After a predetermined number of tally marks have been earned, the student will receive a prize.

Behavior Plan:

Each student will have an apple on our behavior tree. The apple will be moved throughout the day according to your behavior. We will create the consequences as a class but here is an example from last year.

Blue: Super job! Receive a treasure from the treasure box because you have gone above and beyond today!!!

Green: Doing Great!!!

Yellow: Warning

Orange: 5 minutes at the cool down desk, a Plan for Success will be developed by the student and reviewed with the teacher, and a note written in the agenda.

Second Warning on Orange: 10 minutes spent at our buddy classroom while completing work, reviewing Plan for Success, followed by phone call to family.

Red: Student immediately sent to the office.

Every student will be given a fresh start daily as the apples will be placed back to green at the beginning of everyday. The students will record their color at the end of each day in their agenda. Rewards will vary.

Thank You,

Miss Koschik

Dear Families,

In order for the maximum amount of learning to take place, I have developed these simple procedures that every student can adhere to. Please review this document with your child, sign and return. If you have any questions, please do not hesitate to call me or schedule a conference.

_____ My student and I agree to the classroom procedures.

_____ My student and I **do not** agree to the classroom procedures and would like to schedule a conference.

Parent Signature_____

Student Signature_____