**Procedures, Procedures, Procedures!**

1. Morning Procedures:

1. Students will line up in assigned spot as soon as the bell rings. I will be there to pick you up promptly at 8:30. Fearless Leader will head/lead the line, making sure that all students are in a straight line and silent. Fearless Leader must be on time. If not, s/he will try again the next day.
2. Students enter the room quietly and say, “good morning”. They will place coats, other outerwear and backpacks on their assigned hooks, take anything they may need for learning with them to their desks. Come to class prepared!
3. Popsicle Stick roll – students will physically move their names to the appropriate lunch space to indicate they are present and what they are planning for lunch. If there is a bottleneck, please find something else to do and return when there are less students. I submit role promptly at 8:45.
4. Warm up – the warm up will be projected onto the screen. Pick up a half sheet of graph paper and get started. It will consist of 4 math problems and a writing prompt. Students are encouraged to try each item on their own. If they need help, they may quietly ask a table mate (helpers never hold the pencil). When complete, turn it in for grading. If it is correct, please read silently. SPE will follow when everyone has submitted a correct warm up.
5. Dress code is white, navy, light yellow, light blue or classic red shirts with a collar (or turtle necks or hoodless sweatshirts). NO emblems or hats. Bottoms and socks may be khaki or navy. Look professional.

2. Lining up/Hallway/Bathroom Procedures:

1. Students will stand, push in their chairs and line up, single file quietly and efficiently. Choose who you stand next to responsibly.
2. Students will walk in the halls quietly and in a respectful manner. Hands behind their backs/at their sides when in line. Stay to the right.
3. Bathroom and water trips are encouraged to be taken on students’ own time such as during recess or lunch. If you must go to the bathroom, please sign out and put the appropriate hand sanitizer on your desk. When you return, sign in, sanitize and put the bottle back. Please try to avoid leaving the room when I or a peer is addressing the class.

3. Lunch/Recess Procedures:

1. I will lead you to and pick you up from recess and lunch. Please follow hallway behavior expectations. The Fearless Leader will take the lunch bin back from the lunch room after recess.
2. “Caught being good” slips will earn a hi-chew.

4. Emergency Procedures\*:

1. Earthquake: when the ground starts to shake or when the drill is announced over the intercom, students will quietly get underneath their desks and hold the desk legs until it has been announced that they are safe to come out. If you are not near your desk, sit against an interior wall.
   1. After the drill is over, we will line up and go outside
2. Fire: when the fire alarm sounds, students will stand up and tuck in their chairs. The last person out must turn off the lights and close the door. They will head out the nearest exit and walk to the designated place on the playground. Students must be quiet and walk quickly.
3. Lockdown: when a lockdown is announced over the intercom, students must stand, push in their chairs and head to the green wall as quickly as possible, sitting down, closing mouths.
4. Room Clear: when I say, “room clear”, students must stand, push in their chairs and go next door into Mrs. Niles room. Examples of situations needing a Room Clear are: throwing up, seizure, behavioral, electrical fire.

\*Not following these instructions will not be tolerated and a call home will be made.

5. In the Classroom Procedures:

a) Listening Behavior is body and eyes toward speaker, silent, respectful.

b) Pencil sharpening: you are allowed to sharpen your pencil as you need to, as long as I or a classmate are not talking and/or addressing the class. You should have more than one.

c) Classroom library: when appropriate, you are welcome to read a book from our classroom library. When you are finished with the book, please re-file it in the appropriate bin or, if you do not remember which bin it came from, place it in the box on top of the bookshelf. If you wish to take the book home to finish reading, please log it out on the clip board on top of the book shelf.

d) I answer to raised hands.

e) When I need your attention, I will say, “Marco” to which you will answer, “Polo” and begin listening behavior.

f) Desk Organization and seating:

1. Please maintain a clean and organized desk. Please do not leave anything of personal value in it.
2. You will be assigned seats at the beginning of each term. If and when you are allowed to choose your own seat, it will last as long as the privilege is respected.
3. Each desk is assigned a number. I will be using those numbers to help facilitate small group and partner (shoulder/face) discussions.
4. For the time being, please place your name tags on your desks for class and put them in your desk before you leave class.
5. Please tuck in your chair whenever you leave your desk!

6. Assignments: Put your name (first, last initial), subject and date in the upper right hand corner of **all** assignments. The holes are on the left. No spiral notebook paper, please.

1. In class work (individual, partner or group) will be assigned at the beginning of class. It will be up on the board AND explained to you. You are expected to work fairly and respectfully when working with others.
2. Early finishers may work on other assignments, and then read a book.
3. Please take notes! It is a life skill that is necessary from here on out. I’ll teach you how.
4. Literacy homework: you will be required to read for thirty minutes each night and fill out a reading log to be turned in on Fridays. Additional assignments may include studying for tests, book club and finishing work assigned in class.
5. Math homework: math homework will be assigned daily and will be a combination of reinforcing that days learning as well as spiral review. Math homework will be turned in the day after it is assigned, graded and returned within 48 hours, you have one week to turn in any corrections for **full credit**. This means, everyone is able to get 100% on your homework! Please spend no less than 20 minutes on your math homework and no more than 30 minutes. If you have reached 30 minutes and are too frustrated to finish, please have a parent sign the assignment.
6. Social studies/science: you will be given homework occasionally and it will usually coincide with projects. It will be announced in class and posted on my website.

7. Substitute Teachers: there is no difference between the substitute teacher and me. S/he will be given the same attention and respect you give me, no exceptions. I will choose a substitute liaison.

8. End of day Procedures:

1. At 3:05 we will record our homework in our planners
2. At 3:10 we will clean the floors (3 foot radius) and stack our chairs. EVERY day. Trash cans need to be placed next to the door and all supplies must be put away.
3. When your table is ready to go, I will excuse you to line up at the door and you may leave at the bell.

9. Discipline: I begin the year expecting you to behave appropriately. You are 6th graders and should not need incentives to act appropriately. However, if I need to, I will implement the 3 tally system. You have 3 chances, each day to correct any misbehavior. If you have 3 tally marks on your desk by the end of the day. I will take action. Action varies with each offense, but will often result in a call home.

**Fun Stuff!**

1. SPRAK: Students Performing Random Acts of Kindness

1. “When given the choice between being right and being kind, choose kind.” –Dr. Wayne Dyer
2. When someone is kind to you, write them a SPRAK note!

2. Class huddle: Once a week we will have a Class Huddle where we will discuss any issues (good or bad) students might be having. There is a dropbox where students can anonymously suggest topics for the discussion. After the first few months of school, students will take turns chairing this meeting.

1. Brag/pride (individual or group)
2. Eat humble pie
3. Drop Box issues

**At Canyon Rim Academy we take pride in the fact that our students:**

* are honest
* are positive
* have egos in balance
* police themselves
* support one another

**CRA students are good sports!**

**Classroom Rules and Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **My Teacher Responsibilities:** (Wong & Wong):  1. To treat you with respect and care as an individual  2. To provide you with an orderly and safe classroom environment.  3. To provide the necessary discipline.  4. To provide the appropriate motivation.  5. To teach you the required content in an engaging manner. | **Your Student Responsibilities:**  (Wong & Wong):  1. To treat me with respect and care as an individual.  2. To attend class regularly and on time.  3. To be cooperative and not disruptive.  4. To study and do your work well.  5. To learn and master the required content. | **Classroom Rules:** 1. RESPECT. Yourself, your peers, your teacher and your classroom.  2. Listen to and follow directions.  3. Do your best work.  4. Follow the appropriate procedures to request permission to receive help, to use the bathroom, etc.  5. Be productive with your (and my) time. |