

# **Classroom Procedures:**

## **Class Rules:**

- 1.) Be courteous and respectful to everyone
- 2.) Listen to the speaker, and raise hand to speak
- 3.) Always keep personal space (hands, feet and objects) to yourself
- 4.) Be prepared for class with all books and materials
- 5.) Do your best!

## **AGENDAS (assignment books):**

- All homework assignments must be written in your agenda. Students should take agendas home with them every afternoon.
- Assignments will be written on the board daily. It is the student's responsibility to copy the assignments and to ask questions if something is unclear.

## **ASSIGNMENTS/HOMEWORK:**

- Homework will go home in a RED 2-pocket folder each night.
- Homework is due the day after it is assigned, unless other directions are provided.
- All assignments are to be neat, completed, and turned in on time. You will lose points and have to redo any incomplete or sloppy papers.
- Write your class number in the upper right corner on all assignments. Please cut off "fringe" if you tear paper from a notebook.
- Missed assignments will need to be completed during the day and will result in a loss of recess.
- If there is an emergency or an issue concerning homework, please send a note to school with your child. Issues do come up and a child may be given an additional night to complete an assignment.
- If a student has completed ALL homework assignments for the week they will be eligible for a ticket on Friday.

## **Morning Arrival**

- 1) Enter the classroom in an orderly fashion (no running, pushing, or shouting). If you are late please get a slip from the office.
  - 2) Go directly to your desk, and unload your backpack.
  - 3) Turn in all homework in the appropriate tray (labeled by subject).
  - 4) Homework will be written on board- please put in agenda.
  - 5.) Make your lunch selection
  - 6.) Begin morning work, which will be written on the board.
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My parents and I have read and understand the classroom rules and procedures.

Date \_\_\_\_\_

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Child's signature

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Parent's signature

