

Classroom Management and Procedures

- ★ When you arrive at school in the morning:
 - Empty your backpack at your desk (not at the coat rack)
 - Copy Assignments from the board into your assignment notebook
 - Mark your Bible and Hymnal for Devotion
 - Have Christ light and Math books on the floor under your desk
 - Recite memory work
 - When all of this is complete, you may visit with each other or read at your desk

- ★ When in the hallway:
 - Walk
 - Remain quiet in the hallway so other classes aren't disturbed
 - Stay in a single file line on the right hand side of the hallway or staircase
 - Keep hands off each other and off the walls

- ★ When in the bathroom:
 - Only three students in the restroom at a time
 - Form a line outside the restroom

- ★ When in the classroom:
 - Only three people out of the desks at one time (throw something away, ask a question, check out a book, etc.)
 - Work quietly so that others students can concentrate on their work

- ★ Lunchtime and Recess:
 - Recess: Use the restroom and line up next to the second level staircase railing by the gym windows.
 - Lunch: Use the restroom and line up against the wall in the hallway across from the 5th grade classroom.

- ★ Fire and Tornado Drills:
 - Walk quickly and quietly
 - Stay calm
 - Stay in a single file line
 - Let lower grades go before you
 - The last person out of the room should shut off the lights and close the door.

- ★ During lockdowns:
 - Listen to the teacher's instructions
 - Stay calm and quiet

★ Church Attendance:

- On the first day of school back from a weekend or break, mark your church attendance for any services you attended the previous weekend and place the sheet back in the folder on the cart in the front of the room

★ Textbooks on the book cart:

- The cart will always be out in the morning
- Before each class students should quietly grab their books one group at a time

★ Group Work and Discussions:

- When doing group work, be respectful of each other's thoughts and ideas.
- Give everyone a chance to participate.
- Give your best effort and do your best work for the good of the group.

★ Homework Policy:

- Should you miss school for any reason (even planned absences), work will be gathered that day and placed outside the office for parents to pick up after completion of the school day.
- If you don't have work done on time, expect to do it during breaks and recess.

★ Disciplinary Issues:

- If there is a problem in class, I will pull you out into the hallway to talk to you privately to resolve it.
- If the problem persists after the first warning, you will have to walk at recess instead of playing and explain what you did wrong and how you will fix it at the end of recess.
- If the issue continues, you will have to talk with the principal, and your parents will be informed.
- If two students have a disagreement with each other, they should try to calmly and respectfully work it out before involving the teacher.