

MRS. MONTGOMERY & MRS. MORENO'S

CLASS RULES

- 1.) Be respectful.
- 2.) Listen.
- 3.) Be helpful.
- 4.) Be responsible.
- 5.) Clean up after yourself.

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CLASS POLICIES & PROCEDURES

MORNING ROUTINE

- Arrive on time.
- You have from 7:50-7:55 to get ready for the day.
- Come in quietly and go to your seat.
- Make sure you have two pencils out & everything else you need at your desk.
- Hang your backpack on the back of your chair.
- Morning Announcements will be played at 7:55.
 - Please be respectful & be quiet during announcements so that you and others can hear what is being said. The announcements are for you!
 - Stand during the 'Pledge of Allegiance,' 'Texas Pledge' & patriotic song.
 - Stand quietly during the 'Moment of Silence.'
 - Save questions for the end.
 - If you arrive to class after announcements have begun, come in quietly.

CONDUCT

- Good conduct is expected from our students.
- All students start each week with a conduct grade of '100.'
- If you make bad choices and do not follow school and classroom rules and procedures, conduct points will be deducted.
 - Any teacher, coach, librarian or staff member may deduct conduct points.
- A 'Student Conduct Codes' key is attached to your student planner.
 - Your parents can use this key to figure out how many points were deducted and why.
- At the end of every reporting period, your weekly conduct grades will be averaged. Students with an average of '95' or higher every reporting period will earn the 'Citizenship Award' at the end of the year.

ATTENDANCE

- Attendance will be taken every morning at 8:05. If you are not in the classroom at 8:05, you will be counted absent.
- We expect our students to attend school every day, unless there is a real reason to be absent. You should only be absent if:
 - You are sick.
 - There is a family emergency.
- If you do have to be absent, please let your homeroom teacher know. You or your parents can call or email me to let us know where you are.
- You are responsible for any work missed when you are absent.
- If the entire class has PERFECT ATTENDANCE for 15 days in a row, the class gets to pick a treat!
- Students with perfect attendance will receive a trophy at the end of the year.
- Students with faithful attendance (3 or less absences) will receive a medal at the end of the year.

TARDIES

- 3 tardies = 1 absence
- If you have perfect attendance with three or more tardies, you will not receive a perfect attendance award at the end of the year.
- If you arrive late, please enter the room quietly – do not interrupt the students who are already working or listening to announcements.

SIGN-OUT & SIGN-IN

- You must sign out and sign in every time you go to the:
 - Restroom
 - Nurse
 - Library
- Signing out and in should be done quickly.

RESTROOM

- Do not interrupt direct instruction (when the teacher is talking) to ask to go to the restroom unless it is an emergency.
- When working at seats or in groups, you do not need to ask permission to go to the restroom, just get up quietly and sign out.
- Only one person at a time is allowed to leave the room to go to the restroom.
- Always use the restroom closest to our classroom.
- Do not play in the restroom! This means NO:
 - Yelling
 - Climbing
 - Throwing Water
 - Writing on Walls
 - 'Hanging Out' with Friends
 - Unrolling Toilet Paper
- Keep the restroom clean.

- Let a teacher or staff member know right away if someone else is misbehaving in the restroom. You don't want to get blamed for something someone else did!

SUPPLIES

- Supplies will be sorted on the first day.

- You may need to bring in more supplies throughout the year.

- Take care of your supplies.

- If you break your crayons, you will use broken crayons. The same applies to all supplies.

PENCILS

- You are responsible for bringing 4 sharpened pencils to school each day. You should always have your 4 sharpened pencils in your pencil box.

- You may:

- Sharpen pencils with your hand-held sharpener at home.
- Use my sharpener between 7:50-8:00.

- If you break all 4 of your pencils, you may borrow one of mine.

- Please do not sharpen plastic-wrapped pencils in the teacher's sharpener – this jams it up!

- No hand-held pencil sharpeners in my classroom! If you try to use a hand-held sharpener in the classroom without permission, the teacher will take it away. (Spilled shavings stain the floor & mess up items in the desk. We want to keep our classrooms clean!)

SCHOOL TECHNOLOGY

- Please take care of school computers and technology equipment.

- If computers or other equipment break, they will not be replaced.

- Do not make any adjustments to computers in the classroom or computer labs. This means:

- No banging keyboards!

- No switching cords!
 - No volume adjustments!
 - No changing any settings without permission!
- Take care of school headphones. This means:
- No chewing on cords!
 - No removing pads on ear pieces!
- Please do not write on our new interactive whiteboard. Dry-erase markers will not completely erase from it. Only hands or styluses on the interactive whiteboard!

BYOD

- If you want to bring your own device (BYOD), your parents must have signed a permission form.
- You are responsible for your own device.
- Please keep your device in your backpack when not in use.
- The teacher will lock the door when the class is not in the room so that your devices are kept safe.
- You may not take pictures or videos on your device without the teacher's permission.
- You may only use your device as instructed by the teacher.
- If you choose to use your device incorrectly, you will lose the privilege of BYOD for the rest of the day.
- If you lose BYOD privileges three times, your device will be turned in to the office and your parent will need to come pick it up.

HALLWAY

- Always walk quietly in the halls.
- Walk on the left side of the hallway on the green line.
- When going somewhere as a class, we will walk in a quiet line in line order.
- If you see your teacher do the 'Quiet Sign,' that means you are too loud. Please be quiet.

CAFETERIA

- If you brought a lunch from home, you may walk directly to the class table and begin eating.
- If you are going through the lunch line, please stay in line order.
- Make sure you get your utensils and drink.
- If you are getting a regular HOT LUNCH tray, you may walk past the salad bar line, checkout and go to our class table.
- If you are getting anything from the SALAD BAR, please be patient and wait your turn in line. Once you have your food, checkout and go to our class table.
- If your parent is joining you for lunch – FOR SPECIAL OCCASIONS ONLY - please sit at the parent table with them.
- No sharing food with friends! You don't know if someone is allergic to something.
- You may talk quietly with friends sitting close to you.
- Please do not yell.
- Please do not throw things.
- If you spill something, let a teacher know quickly.
- Clean up after yourself!
- Be ready to line up when lunch is over. If you take too long to line up, you will not have very much recess time. (PE begins exactly 15 minutes after lunch ends.)

BIRTHDAY PARTIES

- If you want to send / bring in treats on your birthday, please remember:
 - Birthday celebrations will begin at 3:10 and end at 3:25.
 - If your treats arrive after 3:10, they will have to be saved for the following day.
 - Treats are limited to STORE BOUGHT cupcakes, cookies or donuts and bottled water or juice pouches. Please also bring napkins.
 - The following food items ARE NOT ALLOWED for classroom birthday parties: pizza, cake, goody bags.
 - Please clean up after the party.

PLAYGROUND

- Be safe! If you are not being safe, you will be asked to sit out.
 - No jumping off the top of equipment.
 - Only go down slides. Do not climb up them!
 - No wrestling, rough-housing or tumbling on the playground.
- Leave the mulch on the ground! Please do not throw mulch or put it in your pockets.

AR

- AR goals will be written in your agenda. We expect all students to meet their goals!
- The majority of your AR reading needs to be done at home.
- You may test:
 - In the library before or after school.
 - In the classroom between 7:50-8:05.
 - During classroom AR time. (At least twice a week during literacy centers.)
 - After completing classwork.
- Please be honest with AR!
 - Only test on books you have read.
 - Do not let anyone else test for you.
 - Do not test for anyone else.
- You may move your name up the 'AR Chart' in your homeroom teacher's classroom to track your progress.
- If you are not making progress towards your AR goal, you will need to stay after school on Thursdays for the third grade 'Reading Roundup.'
- Students who meet their AR goals each reporting period will be rewarded with an AR party and other treats!
- End-of-Year AR awards will be given for meeting word count goals, top word count in each class and top five readers in the grade level!

REWARDS/PRIZES

- We love to give rewards and prizes to students who follow instructions and try their best!

You may get:

- Prizes from the Treasure Chest
- Treat Tickets
- Fancy Pencils / Erasers
- Free Time
- BYOD Free Time
- Extra Recess

CHEATING

- We will not tolerate cheating in our classrooms.

- If you cheat or try to cheat:

- You will have to call your parent to explain what happened.
- You may get a '0' (zero) for that assignment.
- You may get an office referral.
- You may have to sit alone during other tests.

BULLYING

- We will not tolerate bullying in our classrooms.

- If you bully someone else:

- You will have to call your parent to explain what happened.
- You may get an office referral.
- You may have after school detention.
- You may not be allowed to participate in group activities.
- You may lose your friends.

- If you see someone else being bullied, report it right away!

END OF DAY

- Before leaving the room each day, you will be expected to:
 - Clean your area.
 - Make sure you have everything you need to do your homework.
 - Make sure you know what your homework assignment is.
 - Make sure your chair is stacked.

- We will line up in the following order each day:
 - After-school Care
 - Walkers
 - Bus
 - Pick-Up

- Please follow the third grade line to your designated area.

- Do not go back into the building for anything unless you have a teacher's permission – especially if you ride the bus!

- No after-school snacks will be sold this year.