

## Classroom Procedures

Ms. Richards—St. Boniface Elementary

2018-2019

### **Morning Routine**

Students will gather in the foyer until 7:50. Every day upon entering the classroom, the children will hang up their backpacks, lunchboxes, and coats. Their bell work for the day will be to write a short journal entry and do a handwriting assignment. They can choose to write on the prompt provided or write about something interesting that they have experienced.

### **Church**

Students go to Mass every Friday. While it is very important that students are in the classroom on time every day, it is even more important on Fridays. If at all possible, make sure that your child has gone to the bathroom before he/she arrives at school on Mass days.

### **Lining Up**

Students will line up in alphabetical order. I will expect them to follow line procedures, which is to have a quiet voice and hands behind their back, at their sides, or in their pockets.

### **Hallway Procedures**

Students will walk down the hall with hands behind their back, at their sides, or in their pockets, and without talking.

### **Respect Sign**

The Respect sign is used at St. Boniface by raising your hand and holding up a sign language “R”. This sign alerts the children to stop talking and turn their attention to the speaker.

### **Attention Grabber In Classroom**

While with the teacher, the students will use “Give Me Five.” This means they should raise their hand in the air, showing the number five. I will count down to one. Any student talking at the end of the countdown, will clip down.

### **Dismissal Time**

Students will get in line with their belongings. We will walk together to the sidewalk beside the church. They will stand quietly until their guardian comes to pick them up. They must say good-bye to me before leaving. This is for safety purposes. They are not allowed to leave the line until I know who has picked them up. They are not to “horseplay” while waiting to be picked up. At 3:25, all remaining students will go to after-school care.

### **Lunch Time**

Students will enter the cafeteria with their hands behind their backs, get their milk carton and tray, and sit down quietly. They will eat their lunch quietly and walk when scraping and putting up their tray. Then, they may whisper softly to the person right next to them on either side until it is time for the class to leave. Parents are invited to come eat with their children anytime. If I know in the morning that you will be eating with your child, I will make sure that you and your child sit at a different lunch table so that you can talk quietly with each other during lunch. However, please make sure that cafeteria rules are followed when you eat with your child. Fast food is only allowed on your child’s birthday.

### **Recess Time**

Students will line up in order, and we will all walk together until we get to the gate. They will not pick up anything from the ground including sticks, rocks, mulch, and dirt. They will not intentionally hurt anyone. They will play on the playground equipment properly. They will enter the building quietly.

### **Restroom Breaks**

The students will be able to use the restroom while they are working independently; however, they are not allowed to go while I am teaching. This causes a distraction during learning and they should only interrupt me in an emergency.

### **Fidget Spinners**

Fidget spinners are not allowed in the classroom without a doctor’s approval. If your child needs one, please bring a doctor’s note and I will put it on file. If a child is found to have a spinner, it will be taken up and given to the parent at the end of the day or to the after school caretaker, if necessary. This will also result in a clip down.

### **Homework Folders**

Students will turn in all forms and Homework Folders on time. Folders will be sent home daily as to help with parent/teacher communication. Any time that they have permission slips, surveys, report cards, or any information that is signed by a parent, it is to be turned in with their Homework folders each morning.

## **Writing**

We are using "Writing Our Catholic Faith" for Handwriting, by Universal Publishing.. They will continue to practice manuscript.

## **Homework**

I will send home a newsletter each Friday discussing what we will be doing the following week. Students will be expected to read for 20 minutes on Mondays-Thursdays and complete a reading log. Most reading and writing assignments will be completed in class. They should read twenty minutes a day to help advance literacy skills. We will have Spelling tests on Wednesdays, and the students may study their lists on Spellingcity.com. Other tests will be posted on RenWeb as they are assigned.

## **Make-up Work**

If a student is absent, his/her assignments will be ready for pick up at the end of the day. I will send it home with a sibling if available. The child will have three days to make up any work assigned during an excused absence.

## **Be Responsible**

At the beginning of each quarter, jobs will be assigned. These jobs will be carried out by students daily. This also provides ownership of the classroom for the students.

## **Class Parties**

Two school-wide parties are held each year: Christmas and Easter. Each student will be asked to bring something. The homeroom mom will organize the parties.

## **Tardiness**

Tardiness disrupts the class and puts your child behind on morning work that they may have to make up at recess. They may miss group instruction which will not be repeated. This sets the tone for their day and does not let them be at their best. If the church bell has already rung at 8:00, your child needs to go to the office for a tardy slip before coming to class.

## **Reading**

The Reading series used in 2nd grade is McGraw/Hill. We also use the Accelerated Reader program. Students can read accelerated reader library books and then take a comprehension test on the computer. The students receive points according to the number of correct answers and points possible. Rewards are given based on tests taken. Please give your child an opportunity to read or be read to every night. This is very important as we are continuing to work on fluency. Vary your procedure: a) one night listen to the child read a story to you; b) you read a story to your child; or c) you read one paragraph to your child, he reads a paragraph to you.

Students will have a yearly points goal. If they reach this goal early, they will have the option to increase it and keep working.

## **Math**

Students should continue to work on memorizing addition and subtraction. Please work with your child regularly on these math facts. -Oral - drilling, flashcards, and computer games are excellent variations. Many new concepts will be introduced this year and fact fluency will make these concepts easier to master.

## **Online Resources**

In addition to Spellingcity.com, we will be using IXL.com and ReadTheory.com on our laptops on a regular basis to provide additional learning opportunities in all subject areas.

## **Discipline Plan**

We will be using a clipchart that is attached in the room. The students will earn points for good behavior and will lose points for problem behavior. Any serious infraction will result in a visit with the principal and parent notification. At the end of the month, the students will be allowed to choose a reward based on their percentage at green level or above. I will also use natural consequences in the classroom.

## **Prayers**

The children will be responsible for learning and reciting these prayers:

Sign of the Cross, Our Father, Hail Mary, Trinity Prayer, Angel of God, Grace Before and After Meals, Act of Contrition, The Apostles' Creed, Joyful Mysteries of the Rosary, Luminous Mysteries of the Rosary, Stations of the Cross, Morning Offering

\*Sign of the Cross

In the name of the Father,  
and of the Son,  
and of the Holy Spirit. Amen

\*Act of Contrition

My God,

I am sorry for my sins with all my heart  
In choosing to do wrong  
and failing to do good,  
I have sinned against You,  
whom I should love above all things.  
I firmly intend, with Your help,  
to do penance,  
to sin no more  
and to avoid whatever  
leads me to sin.  
Our Savior Jesus Christ  
suffered and died for us  
In His name, my God, have mercy.

Our Father,  
Who art in heaven,  
Hallowed be thy name;  
Thy kingdom come,  
Thy will be done on earth  
As it is in heaven,  
Give us this day our daily bread;  
And forgive us our trespasses  
As we forgive those who trespass against us;  
And lead us not into temptation,  
But deliver us from evil. Amen

\*Glory be to the Father (Trinity Prayer)

Glory be to the Father, and to the Son, and to the  
Holy Spirit.

As it was in the beginning, is now, and will be for  
ever. Amen

\*The Lord's Prayer

\*Hail Mary

Hail, Mary, full of grace.

The Lord is with you!

Blessed are you among women,

And blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God,

Pray for us sinners,

Now and at the hour of our death. Amen.

\*Angel Guardian (traditional)

Angel of God,

My Guardian dear,

To whom God's love commits

Me here;  
Ever this day (night)  
Be at my side,  
To light and guard,  
To rule and guide. Amen.

**\*Grace Before Meals**

Bless us, O Lord, and these  
thy gifts,  
Which we are about to receive  
From thy bounty, through  
Christ our Lord. Amen.

**\*Grace After Meals**

We give You thanks, almighty God,  
for these and all the gifts  
which we have received from your goodness,  
through Christ our Lord. Amen

**\*Joyful Mysteries of the Rosary**

The Annunciation

The Visitation

The Nativity

The Presentation in the Temple

The Finding in the Temple

**\*The Luminous Mysteries of the Rosary**

The Agony in the Garden

The Scourging at the Pillar

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion and Death

\*Stations of the Cross

1. Jesus is condemned to death.
2. Jesus takes up his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of his garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is laid in the tomb.

\*The Apostles' Creed

I believe in God,  
The Father almighty,  
Creator of heaven and earth,  
And in Jesus Christ, his only Son,  
Who was conceived by the Holy Spirit,  
Born of the Virgin Mary,  
Suffered under Pontius Pilate,  
Was crucified, died and was buried;  
He descended into hell;  
On the third day He arose again from the dead;  
He ascended into heaven,  
And is seated at the right hand of God,

The Father almighty;  
From there He will come to judge the living and the dead.  
I believe in the Holy Spirit,  
The holy Catholic Church,  
The communion of saints,  
The forgiveness of sins,  
The resurrection of the body,  
And life everlasting. Amen

**\*Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer you my Prayers, works, joys, and sufferings of the day, for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our associates, and in particular, for intentions recommended this month by the Holy Father.

**\*Hail, Holy Queen**

Hail Holy Queen, mother of mercy, our life, our sweetness, and Our hope. To you do we cry, poor banished children of Eve; to You we send up our sighs, mourning and weeping in this valley of Tears. Turn, then, most gracious advocate, your eyes of mercy Toward us; and after this, our exile, show unto us the blessed fruit Of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

**Time Allotments**

- Suggested time allotment schedule for Grade 2
- Time 8:00-3:00 (7 Hours) Blocks
- 5 Hours 30 minutes instruction time in addition to the religion class

- o Religion- 30 minutes daily- approximately 150 minutes weekly
- o Language Arts- Reading, Spelling, Handwriting, Oral Communication, Written Communication, Literature- 180 minutes daily- 900 minutes weekly
- o Mathematics- 45 minutes daily- 225 minutes weekly
- o Social Living- Citizenship, Geography, History, Economics, Science, Health, Safety- 60 minutes daily- 300 minutes weekly
- o Creative, Recreational- Art, Music, Physical Education- 45 minutes daily- 225 minutes weekly
- Total 360 minutes daily- 1,800 minutes weekly

### Handbook Contract

I have reviewed the St. Boniface Catholic Third Grade Handbook. I understand the contents and agree to adhere to the policies and procedures outlined in the handbook.

Signatures:

Student: \_\_\_\_\_

Parents or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

