

Classroom Procedures

4th, 5th, and 6th Grade—St. Boniface Elementary

Mr. Perez- Writing & Religion

Mrs. Faught- Reading & Social Studies

Mrs. Morton- Math & Science

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 and coats. They will sharpen pencils, use the restroom, get a drink, and take care of any other activity needed in order to be in their seat working by the 8 o'clock bell.

Church

Students go to Mass every Friday unless informed otherwise. While it is very important that students are in the classroom on time every day, it is even more important on Fridays. Punctuality is always important especially on Mass days because students have responsibilities in Mass and will be replaced if they are not on time. If at all possible, make sure that your child has gone to the bathroom before he/she arrives at school on Mass days.

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.

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. We will update you when and if procedures change.

Lunch Time

At the beginning of the day students will declare if they have brought their lunch or if they will have a tray lunch.

Students will enter the cafeteria then get their milk carton and tray, and sit down silently. They will eat their lunch silently then be dismissed to scrape and put away their tray. 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 please send a note so we can accommodate for you.

Recess Time

Students will line up and will walk together until we get to the playground. 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. During this time, if students have earned disciplinary consequences, the students will walk/run laps. At the end of recess, 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.

Friday Folders

Students will turn in all forms and Friday Folders on time. 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 Friday folders on Monday morning.

Agendas

Students will be given one agenda at the beginning of the school year. The agenda will be used for students to write in assignments and special announcements. Teachers will use the agenda to communicate any behavioral issues. Parents should look at agendas daily to see if a signature is required and to be aware of student assignments.

Homework

Our assignments can be viewed on RenWeb. Any unfinished work that is homework will be noted in your child's agenda. They should read twenty minutes a day to help advance literacy skills. We will have Spelling tests on Fridays, and the students may study their lists on Spellingcity.com.

Lockers

Students will be responsible for the upkeep of the locker room. Teachers will plan for a locker cleanup once a week. Anything left on the floor will be disposed of by the janitorial staff.

Make-up Work

If a student is absent, his/her assignments will be ready for pick up at the end of the day if asked for or be available the following school day.

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 perform 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

We will use the Lucy Calkins Reading Workshop. Students will be provided reading logs. Please give your child an opportunity to read or be read to 20-minutes every night. This is very important as we are continuing to work on fluency and comprehension. Reading logs will be included in their reading grade.

Writing

We are using "Writing Our Catholic Faith" for Handwriting, by Universal Publishing. Your child will practice their cursive this year. Students will be periodically assigned writing prompts to work on, including but not limited to the major types of writing (i.e. expository, persuasive, narrative, descriptive). Between writing assignments, students will sharpen their grammar skills with the McGrawHill/McMillan Grammar series as well as Simple Solutions and IXL.

Science/Social Studies

We will be using McGrawHill books during science class and the Harcourt Social Studies Series books for social studies. We will have several assignments that will be completed online or on paper. The only time students will have homework is when they have not finished an assignment in class. We will be doing many hands on activities as well as experiments and many other things BUT it is very important the students pay attention and follow directions.

Math

Students should continue to work on memorizing addition, subtraction, multiplication, and division facts. There will a lot of in class assignments that should be finished in class but on the occasion the work is not finished, it will be homework.

Religion

During Religion class we will be utilizing the Call to Faith series and other supplemental material, not limited to but including the Bible and the Catholic Catechism. Students have regular tests on the textbook material additionally each Friday and Holy days, we will be attending Mass.

Online Resources

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

Discipline Plan

Our discipline plan for the year is a behavior clip chart. The chart reinforces positive behavior and has a reward system built into it as well as disciplinary actions.

Electronics

Use of cell phones for the students will not be permitted during the school day this reduces the risk of lost or stolen phones for which the school is not responsible. It also avoids distractions from the educational environment. If students bring their phones, they must be left in their backpacks and left on silent.

Handbook Contract

I have reviewed the St. Boniface Catholic Fourth, Fifth, and Sixth 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: _____