

Mrs. Wachter's Classroom PROCEDURES, 2017-18

1. ASSIGNMENT TIME PROCEDURE

1. Sharpen pencils and prepare needed items ahead of time.
2. Ask Mrs. Wachter if you need assistance – she is here to help you.
3. Whisper while working if communicating is necessary.
4. Use your time wisely and complete as much as your assignment as possible.

2. BATHROOM PROCEDURE

1. Use the restroom at breaks if at all possible.
2. If no other student is gone to the restroom, receive permission from the teacher.
3. Take care of your restroom needs and return quickly.

3. CHECKING ASSIGNMENTS IN CLASS

1. Exchange papers as instructed by Mrs. Wachter
2. Please use a GREEN pen or pencil to grade.
3. Neatly write "CB" for "Corrected By" and your name in the TOP LEFT corner of the paper, unless it is your own paper.
4. Mark each incorrect problem clearly and neatly.
5. Write a total score at the top of the page. Give ONLY the CORRECT score (not how many they missed)

4. CLOSURE / END OF THE DAY PROCEDURE

1. Clean up your area and clear your desk quietly.
2. Participate in the closing activities.
3. Gather your stuff to go home and put it in your backpack.
4. Put up your chair or push it in, as instructed.
5. Be reverent during closing prayer.
6. When dismissed, leave the classroom in a timely manner. Please no talking or playing around when you are waiting for your name to be called that your ride is here.

5. EXTRA TIME PROCEDURE / STUDY HALL

When all daily work is completed for a class period, please QUIETLY and INDEPENDENTLY work on the following:

1. Work on projects and/or homework.
2. Quietly clean your desk/binder/backpack.
3. Read silently.

6. GROUP WORK PROCEDURE

1. Follow the Agreements:
MUTUAL RESPECT (Respect other students' comments, ideas, or opinions.)
ATTENTIVE LISTENING
APPRECIATIONS/NO PUT-DOWNS
RIGHT TO PARTICIPATE / RIGHT TO PASS
2. Do your best to ensure EQUAL PARTICIPATION.

7. LABELING & COMPLETING PAPERS

1. Use college ruled loose leaf paper (WITHOUT torn edges from spiral-bound notebooks).
2. Please label your paper in the top, right corner in order with:
NAME
DATE
SUBJECT
ASSIGNMENT NAME, PAGE or NUMBER
3. Complete papers in pencil ONLY unless permission is given to use a blue or black pen.
4. On Bible assignments and Science assignments, answer all written questions with **COMPLETE SENTENCES**.
5. Keep papers neat and unwrinkled with smooth edges and no art work unless assigned.
6. Hole-punch papers if not already hole-punched.
7. Make sure that your assignment is turned into the appropriate grading box.
 - a. Grade 4 Math- Pink
 - b. Grade 5 Math — Yellow
 - c. Grade 6 Math — Blue
 - d. Grade 7-8 Math — Green
 - e. SCIENCE — Light Green
 - f. Bible - Black

8. LUNCH ROOM PROCEDURE

1. Find your assigned seat in the gym for lunch at 11:30.
2. When you are finished eating, be responsible for all trash and food from your area (floor also), and place it in the trash can.
3. Wipe your table or area with a damp, soapy sponge or cloth and return it to its container.
4. REMAIN IN YOUR CHAIR and quietly visit with your lunch team members until you are dismissed

9. MORNING PROCEDURE / FIRST THINGS FIRST

1. Go directly to the Mrs. Wachter's classroom in the morning if you arrive prior to 8:00 AM.
2. Greet the teacher(s) with a handshake, fist bump, hug, or high five.
3. Sharpen pencils, if needed, and prepare your materials for the day.
4. Immediately begin on writing on the journal topic listed on the whiteboard. If you finish with your journal topic, begin to read your Bible (feel free to journal on what you read in the Bible as well)

10. MISSING ASSIGNMENT SLIP (MA SLIP)

1. If you choose not to do a homework assignment, you are to complete a MA Slip.
2. Fill out all parts of the MA Slip.
3. Submit the MA slip to the correct grading box color (See #7 Procedure)

11. PLAYGROUND PROCEDURE

4. Play safely.
5. Run only on grassy areas.
6. Obey ALL adult supervisors.
7. Stay in designated areas.
8. Use equipment AS INTENDED only.
9. Take care when smaller children are present.

12. PRESENTATION TIME PROCEDURE

1. Please put all objects to one side of your desk.
2. Actively listen.
3. Remain seated facing the speaker unless directed to do otherwise.
4. Raise your hand and wait quietly to be called upon before you speak.

13. WORSHIP PROCEDURE

1. Clear your desk and empty your hands.
2. Stay put.
3. Listen reverently and participate.