

SIXTH GRADE PROCEDURES

Morning Procedures:

- Line up quietly outside the door
- Enter classroom quietly
- Empty and put away backpacks
- All notes to Ms. Fischler should be put in my box
- Return to your seats
- Put all homework on right hand corner of desk
- Take out DOM folder
- Solve problems displayed on overhead
- Read when finished

Procedure for changing subjects:

- Quietly get the necessary supplies out and place them on your desk
- Be ready to listen to your teacher

Procedure for the movement of paper:

Rows:

- Pass papers to the right
- Supplies will be collected and put in appropriate basket

Groups:

- Pass papers to the table leader
- Supplies will be collected and put in appropriate basket

Procedures for students seeking help - R.I.C.E.

- Recall what the directions were
- Imagine logically what the directions would have been for the task
- Check with a classmate
- Ask the class Expert for assistance

If the R.I.C.E. procedure fails, you can raise your hand to ask the teacher.

If the teacher is busy helping another student or is talking to an adult:

- skip to another question
- move to a pre-approved activity until the teacher is available

Procedure for coming to attention:

Signals:

- 5,4,3,2,1 (at this point all students must freeze, look at the teacher, and wait silently for instructions)
- When you see this sign and hear my voice, stop talking and look at me.

Procedure for obtaining the Teacher's attention - raise:

- One finger - I wish to use the bathroom
- Otherwise raise your hand if you wish to leave your seat

Procedure for taking a test:

- Make sure to put your name and number on your test.
- Write neatly and clearly
- Do not talk to other students once the test has been administered - talking results in a zero on the test and a visit with the principal.

Procedure for early finishers:

- Do not get up and walk around
- Do not talk to your neighbors
- Work on unfinished assignments
- Read a good book
- visit the puzzle table (2 students only)

Procedure for missed homework due to an absence:

- Refer to the homework notebook and daily file - this is where all information and handouts can be found
- missed homework will not be counted against you when you are absent.

Procedure for late homework:

- If you do not turn in your homework, you are expected to write a not to your parent or guardian explaining why your homework was not completed. This letter is due back to me signed, the next day.
- Late homework is not accepted at any time. all homework is worth 10 points and failure to have homework completed, results in a zero for the day.
- Students may miss up to 5 homework assignments a quarter. The 6th missing homework will result in a detention.

Procedure for late assignments:

- Late assignments are accepted but will be lowered an entire grade. For example, if you turn in an "A" paper late, you will automatically receive a "B".

Closing procedure:

- Write down all homework assignments
- Jobs must be completed
- Make sure desk area is clean
- Place backpacks on desk and wait for instructions from teacher
- The bell does not dismiss the students, the teacher does.

At the end of each week, a folder will be sent home with all the weeks assignments handed back, tests to be signed and a "progress report". The folders are to be signed, assignments taken home, and "progress reports" signed and tests signed and returned to Ms. Caskey the following Monday.