3rd Grade Classroom Procedures
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Start of Day

MORNING ROUTINE
Remove and hang up jacket.
Empty backpack - turn in notes and homework.
Make sure you have 2 sharpened pencils.
Take care of needs (restroom, water)
Begin Bell Work.

Classroom Procedures
Give Me Five
When you see the speaker’s hand raised:

1. Eyes on the speaker
2. Lips closed
3. Ears listening
4. Sit/stand up straight
5. Hands and feet quiet

Hallway Procedures/3-2-1-0
During transition time, the following hallway expectations will be emphasized by the teacher and reinforced in order to set clear expectations.

3 = 3 squares from the wall
2 = 2 arms to your side
1 = 1 square between you and your neighbor
0 = 0 voice level

Be aware of personal space, leave at least one empty floor tile between you and the others around you.
Touch every step when going up or down the stairs, no jumping or running.

Outside Line Up Procedures
Before School & At Recess:
When you hear the bell or whistle you must;
Get all equipment and keep it in your hands (do not bounce or throw the balls), carefully hand it to the student in charge of playground equipment.
Get into line immediately.
3-2-1-0
Leaving the Classroom

You must have a pass.
YOU MUST HAVE A BUDDY.
Quickly and quietly walk to your destination.
Be respectful to any adults and students you may meet.
Take the quickest route to destination.

Emergency Bathroom Procedures

Only one person at a time
Take the bathroom pass.
Quickly and quietly walk to the nearest bathroom.
Be respectful to any adult and students you may meet.
No talking in hallway.
No wandering the hallways.

Classroom Library Procedures

Only two people at the library at a time
Quickly and quietly find a just right book.
Return to your desk.
Classroom library books may NOT go home without teacher permission.

Procedure for Heading Your Paper

Only three-hole notebook paper can be used for assignments.
The holes on your notebook paper go down the left side.
Your name goes on the first line.
The date is on the second line below your name.
The assignment is written on the third line.
Skip two lines and begin the assignment on the fifth line.

Passing in Papers Procedures

If seated in rows:
1. The teacher will direct you which direction to pass your papers.
2. Hand your paper immediately to the student next to you in the appropriate direction.
3. The next person will place their paper on top of the stack and hand them to the next person in the appropriate direction.
4. The teacher will pick up the stack of papers at the end of each row.
If seated in groups:
1. Put your paper in the middle of your group.
2. One person straightens the stack.
3. The teacher will pick up the stack of papers at each group.

If asked to place in organizer or basket:
1. Quickly and quietly walk to the organizer.
2. Place your paper in the correct spot.
3. Return to your seat quietly.

Procedure for Guided Reading

Work quietly at your station.
Complete any work that was assigned.
Complete any unfinished homework.
When all your work is completed you now have the privilege of receiving extra reading time.
Ask the teacher a question only if she/he is no longer sitting at the guided reading table.
If you have an emergency, use the emergency procedure.

Procedure for Buddy or Teaming

You and your partner will use six inch voices.
You will cooperate (work together).
You will share responsibilities to complete the task.
You will be supportive of each others thoughts and ideas.
When you finish, check your answer for any errors.
When your task is complete, sit quietly.

Class Meeting Procedures

Stand up and slide your chair under your desk.
Proceed quietly to the designated area.
Since the purpose of a class meeting is to sit in a circle, sit down on your pockets at the very edge of the open space provided.
Your back will probably be against the legs of a chair, desk, or table.
Always sit in a single row so that you can face in toward the center of the circle and so everyone can see you.
**I Message Procedures**

First tell the person that you would like to give them an “I message.”
Stand face to face.
Begin with “I feel… when you… because… and I would like you to…”
They need to pay attention to you. They also need to respond with “I understand that you felt… when I … I am sorry for… and I will …”
The original sender needs to be looking at the person who is responding.
If this is not working, then tell the adult in charge. Other steps will be followed like, having another student help, filling out a problem solving sheet, or teacher conference.

**End of Day Procedure**

Fill out your student planner.
Gather all materials needed to complete homework.
Get belongings from the hallway.
Load backpack.
Quietly put up your chair.
When the teacher tells you line up in ABC order.
You only leave when the teacher says so.

**What If Procedures**

**If Your Teacher is Out of the Room**

Stay in your seats
Continue to work quietly
Everyone is responsible for their own behavior

**If a Visitor Enters the Room**

During a Group Activity:
- Lower your voice to a whisper
- Keep busy unless the “Give Me Five” signal is up
- Be courteous and willing to share what you are doing with the visitor

During Quiet Work Time:
- Continue what you are doing
- Be courteous and willing to share what you are doing with the visitor

**If you are Suddenly Ill**

Suddenly ill is when you are bleeding excessively or you are going to vomit
If you Finish Work Early

Place your assignment where you were directed to
Silently complete other assignments that are not yet done.
Read a book.
Write in your Journal.
Practice Fluency.
Finish incomplete assignments.

If you are Sent to a Support Partner

The teacher may ask you to go to a support partner if you seem to need a break from the classroom.
Quickly and quietly gather your assignment and a book.
Silently push in your chair and get a Problem Solving Sheet.
Quietly exit the classroom.
If another student is escorting you, do not talk to them.
Respectfully tell the teacher why you are there and ask for a place to sit.
Complete the Problem Solving sheet.
Sit and work quietly until you are dismissed.
Say goodbye and thank you to the supporting teacher.
Quietly return to your class.

If There is an Announcement

Follow the procedure for “Give Me Five”
1. Eyes on the speaker
2. Lips closed
3. Ears listening
4. Sit/stand up straight
5. Hands and feet quiet

If you Need School Supplies

If you need a sharp pencil, get one from the pencil cup.
Place your broken or dull pencil in the cup and take a sharpened one.

Breakfast and Lunch Time Procedures

Breakfast Lunch Procedure
Courteously get in line to receive your breakfast.
Quietly walk to your seat and begin eating.
Use good table manners and give your undivided attention to the speaker.
When you are dismissed, make sure the area around you on the table and floor are clean.
Quickly and quietly walk to your classroom.

**Lunch Procedure**

Walk quietly with your class to the lunchroom.
Join the end of the lunch line.
You must stay in order.
Courteously get your tray and have it filled with your lunch.
If you do not want something say “No, thank you.”
Be pleasant and courteous to the lunch helpers.
Quietly walk to your seat and begin eating.
Use good table manners.
When you are dismissed, make sure the area around you on the table and floor are clean.

**Emergency Procedures**

**Responding to a Fire Drill**
Set down the things in your hands.
Quickly and quietly head out of the classroom and down the stairs towards the front doors.
Last one out of the classroom, close the door quietly.
Walk quickly to your assigned area.
Turn and face the building, get into an ABC line quickly.
Stand in 3-2-1-0 and listen for directions.

**Responding to a Tornado Drill**
Set down the things in your hands.
Quickly and quietly head out of the classroom and down the stairs.
Last one out the classroom close the door quietly.
Carefully sit down and cover your head in a crouching position in the hallway outside the office.
Silently wait for your teacher's directions.
HOOT Behavior Expectations

Helpful
Organized
On Task
Trustworthy

Following expectations
Students will be expected to follow all procedures outlined in this manual as well as other procedures taught throughout the year. Students that follow the HOOT expectations will be acknowledged daily by their teacher.

Consequences
Students that choose not to follow the classroom expectations will be given a verbal redirect. If they continue to break the rules, the teacher will ask them to move their clip down.
Dear Parents,

You are cordially invited to be a partner in your child’s education.

**Stay-Tuned:** Ask your child what he or she is studying, and look in the B.E.E binder (Bring Everything Everyday) and daily agenda **every night**. The agenda is where you will find the newsletters and notes that are sent home, as well as any homework that needs to be completed. Our monthly newsletter will help you keep up with important happenings in our classroom. We will also send home progress reports or make phone calls to keep you informed of how your child is progressing.

**Ask Questions:** If you have any concerns or are wondering why something is happening, please feel free to call or email us at any time. We welcome all concerns, ideas, and feedback that affect your child or our classroom. If something is not working, we are more than willing to talk. We welcome all feedback!

**Homework:** You should expect that your child will have some type of homework most every day. You will always find the homework assignments written in their agenda that is kept in their B.E.E binder. It will go home every day. We encourage you to set up with your child a scheduled time for homework each day. Students should be able to do most assignments independently, but do help if it is completely necessary. If you notice that your child is not able to do an assignment on his or her own, please send a note or jot a note to us on the daily agenda. From time to time there will be some special projects that we will work on in class and at home. We will contact you if your child is falling behind or turning in poor work.

The homework schedule is as follows:

- **Monday:** Math or Science
- **Tuesday:** ELA
- **Wednesday:** Math
- **Thursday:** ELA

**Snack:** All students may bring a nutritious snack and a bottle of water to school every day. Please do not send water bottles that have twist-off caps. Please also give us a heads up at least a day ahead of time if your child is planning to bring a treat for his or her birthday.

Sincerely,