

August 7, 2009

Dear Parents,

The following is a synopsis of routines and procedures that will be learned and practiced in our second/third grade classroom throughout the year. This procedures handbook will be stored in the classroom, and the children are encouraged to look through it at any time. We will also practice routines listed in the handbook on a regular basis. This will help the children to have a clear understanding of classroom expectations, which will eliminate confusion and wasted instructional time. Please feel free to look through our classroom handbook at home with your child before the first day of school. As always, let me know of any questions or concerns that you may have regarding our classroom procedures.

Thank you,

Shana Dalbom and Sherry Bumatai



# Class Procedures Handbook

Mrs. Dalbom & Mrs. Bumatai  
2<sup>nd</sup>/3<sup>rd</sup> Grade



# List of Procedures and Page Numbers

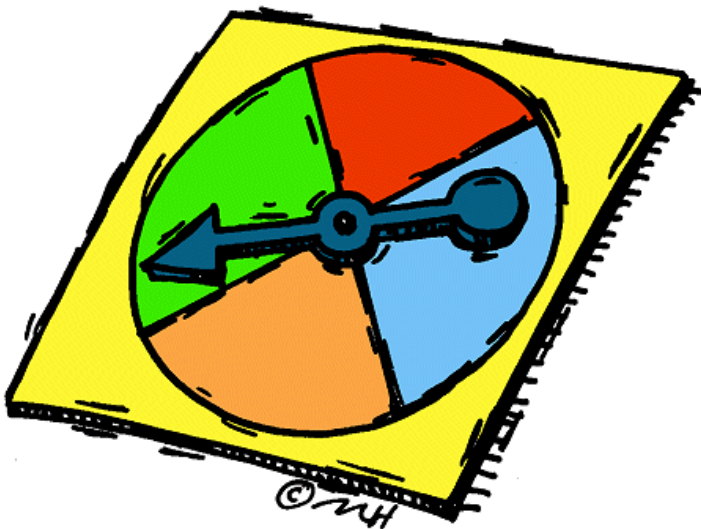
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## Morning Routines

1. You may enter the classroom at 7:30. Please wait until the door has been opened to come inside.
2. Read the board for special announcements.
3. Put your name on the refrigerator under 'after school' care or 'green bench' to show how you are getting home.
4. Put your lunch in the refrigerator.
5. Take out your homework from the night before and turn into the homework tray.
6. Turn in your purple folder to the folders basket.
7. Hang up your backpack outside.
8. Sharpen two pencils.
9. Check the learning calendar job board for responsibilities.
9. Get out your morning work journal and complete the daily math and language question for your grade level.
10. Choose a center.

## Morning Center Time Rules

1. You may choose a center only when you have completed all morning jobs and morning work.
2. Three children are allowed per center.
3. You may only choose one center per morning. Once you have chosen a center, you may not switch to another.



## Pencil Sharpening

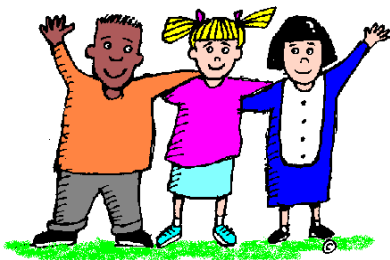
1. Sharpen 2 pencils in the morning.
2. If your lead breaks during the day and you do not have another pencil, you may switch out your broken pencil for a sharpened one from my pencil cup.
3. You may not sharpen using the electric sharpener at any time other than at the beginning of the day.
4. You may not sharpen while Mrs. Dalbom and Mrs. Bumatai are giving a lesson.

## Classroom Jobs

1. Every student will have a classroom job. These jobs change each week. Many of the classroom jobs are done first thing in the morning.
2. If you are responsible for a morning job, please make sure to complete it. Constant reminders to complete classroom jobs may cause your job to be taken away.

## Morning Meeting

1. After we finish flag, we will return to the classroom to begin Morning Meeting.
2. Morning Meeting is an important way for us to learn and have fun together. In order to make this possible, you **MUST** follow the rules for Morning Meeting.
3. Sit criss-cross applesauce at the carpet.
4. We say good morning to each other!
5. We have a positive attitude.
6. We listen to each other. This means we do not talk when our friends are talking. We do not talk when Mrs. Dalbom and Mrs. Bumatai are talking.
7. We participate! We listen, participate, and respond to questions.
7. We are all friends. We'll try to sit by a different friend each day.
8. When Morning Meeting is over, move to your seat quickly and quietly so we can begin our next activity.



## Bathroom/Drinks

1. You are free to use the bathroom as long as Mrs. Dalbom and Mrs. Bumatai are not teaching a lesson to the class. This means you need to wait until Mrs. Dalbom and Mrs. Bumatai are done giving directions or talking to get out of your seat.
2. Get the yellow or green beanbag (yellow for girls and green for boys) and put in on your desk. This will help Mrs. Dalbom and Mrs. Bumatai and the class to know who is out of the room.
3. Only one boy and one girl are allowed in the bathrooms at a time.
4. When you are done, wash your hands and put the beanbag back.
5. As long as there is no one getting a drink at the same time as you would like one, you may get a drink by simply using your fingers to make a “d” at Mrs. Dalbom or Mrs. Bumatai and waiting for a response. You may bring a water bottle to school to keep at your desk if you so choose.

## Asking a Question

1. Raise your hand, quietly. When we call out, no one can hear what anyone else is saying!
2. If I see your hand, I know you have a question and I will give you time to ask. You do not need to wave your hand in the air or make noises. This is distracting to me and to other students.
3. Mrs. Dalbom or Mrs. Bumatai will let you know when it is a calling out time and when it is a raise your hand time. Please listen to find out what “time” it is!



## When Another Student is Talking

1. We all want to be respected and heard. Therefore, when another student is talking to the class during a lesson, we all will look at this student and listen to him/her. Everyone has such great ideas and it is important that we hear everyone!
2. We do not play in our desks when others are talking. We do not talk to our neighbors when others are talking. We are a community of students who know how to make responsible and respectful choices that we can be proud of!

## Exiting the Classroom

1. When it is time to leave the room, Mrs. Dalbom or Mrs. Bumatai will call you to line up. Please do not line up until you are asked to do so. This is true even of the line leader. Problems lining up will result in us having to line up in our student number order.
2. We wait in line quietly. Mrs. Dalbom or Mrs. Bumatai will start our hallway poem and when everyone is ready to walk outside, we will leave the room.

## Entering the Classroom

1. We always wait until Mrs. Dalbom or Mrs. Bumatai invites us to enter the classroom.
2. Mrs. Dalbom or Mrs. Bumatai will quickly let you know if you are to sit at the carpet or at your desk and what the next activity will be. When everyone has entered the room and is seated quietly, Mrs. Dalbom or Mrs. Bumatai will give instructions.
2. This is an excellent time to earn a star for the “star” jar.

## Walking to Specials

1. Other students are learning, and we do not have the right to take that away from them. We walk outside quietly.
2. We walk on the right hand side of the sidewalk and stay in two lines (boys and girls).
3. There are two line leaders (1 boy and 1 girl) and a lights monitor. The line leaders will always walk first and the lights monitor will always walk last.
4. Being appropriate in line means: keeping your hands to yourself, keeping your shoes on your feet, walking, and staying behind the person in front of you. We are all going to the same place, so there is no need to push and rush.
5. Failure to walk appropriately in the halls means we will line up in student number order.

## Homework

1. At the end of each day, we write our assignments in our planner together.
2. Raise your hand when you are done and Mrs. Dalbom or Mrs. Bumatai will check your planner.
3. Homework will be given Monday through Thursday. Homework is as follows:

Monday	Read 10 minutes Handwriting Spelling
Tuesday	Read Bag-a-Book Math Practice Spelling
Wednesday	Read 10 minutes Handwriting Spelling
Thursday	Read Bag-a-Book Math Practice Spelling Pre-Test

4. You will need to record the time you spent reading on the reading log handed out at the beginning of each week. Reading logs are due on Fridays.
5. You will also need to keep a reading journal. Write one entry about the book you are reading that week. You may want to talk about what you liked or disliked about a book, what this book reminds you of, or a connection you have to the characters. I want to know your thoughts, so there are no wrong answers! Reading journals will also be due on Fridays.
6. Students who return completed homework every morning will be invited to be members of the monthly "Homework Club". These students get to eat with Mrs. Dalbom on the first Friday of each month.
7. Students who choose not to complete homework, will be required to do their homework during their recess.



## Turning in homework

1. All completed assignments will always go in the basket labeled “homework”.
2. You must put your name, student number, and date on all papers. This way, I know which good work is yours and we can keep track of how you grow and change in your work habits by looking at assignment dates!

## Purple Take-Home Folders

1. You have been given a purple take-home folder to use this year in 2<sup>nd</sup> and 3<sup>rd</sup> grade.
2. You must bring it to school every day and take it home at night.
3. File homework and letters that need to be signed and returned to NHKS in the “Return to School” side of your folder. File any completed school work or flyers that do not need to be returned to school in the “Leave at Home” side of your folder.  
If you forget your take-home folder two days in a row, you will stay in from recess to write a reminder note for yourself. Your parents will need to sign your note and help you look for your folder.
4. If you lose your take-home folder, you will be responsible for replacing it.

## Packing up

1. You may not pack up until Mrs. Dalbom or Mrs. Bumatai has checked your planner.
2. Get your mail, purple folder, and clear folder. Put all of your mail in the folder and put it in your backpack.
3. If you brought your lunch, don't forget to take your lunchbox home.
4. Take your name off of the refrigerator.
5. Put up your chair carefully and then have a seat at the carpet. Wait quietly while others pack up. This will help pack up time go quickly so we can move on to our cyclic review!
6. Mrs. Dalbom and Mrs. Bumatai will be timing us during pack up. Do you think we can beat the time of the day before???
7. We will then have cyclic review and play magic scrap!



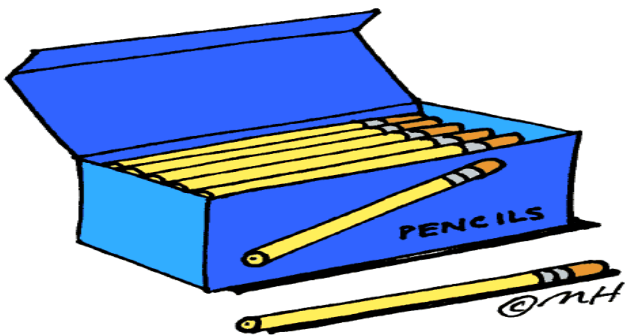
## Bringing toys to school

1. You may not bring toys from school unless you have asked Mrs. Dalbom or Mrs. Bumatai for permission.
2. This means that stuffed animals, trading cards, lip gloss, and any other items not used for learning must stay at home. NO CELL PHONES PLEASE!
3. If I see them, I will take them until the end of the day. ☺



## Classroom supplies

1. You will keep your pencil box at your desk. You need to have the following supplies in your box at all times:
  - Two Pencils
  - Crayons
  - Colored Pencils
  - One Eraser
2. If you run out of any supplies, please let Mrs. Dalbom or Mrs. Bumatai know.
3. You may not keep glue sticks, scissors, or any other art center supplies at your desk at any time.
4. When we need supplies for a project, Mrs. Dalbom will select a student from each group to get one of the supply baskets and bring it back to your group.
5. Inside, you will find all of the things you will need to complete the assignment.
6. We put classroom supplies back inside the baskets when work is completed.
7. Only the student Mrs. Dalbom has selected will be allowed to return the basket. That student must make sure the right number of supplies is in the container when it is returned.
8. You must ask first before using markers for an assignment. We will use crayons or colored pencils most of the time.



## Consequences

1. Sometimes we make mistakes, and that's ok! The first time a rule or procedure is broken, you will receive a verbal warning. That means Mrs. Dalbom or Mrs. Bumatai will remind you about what you should be doing. We may ask you to use the Procedure Handbook to figure out what the right choice is.
2. The second time it happens, you will move to the understory level of the rainforest chart and lose 5 minutes of recess.
3. If it happens again, you will move to the forest floor. You will have to be responsible for moving your name to the bottom of the rain forest. Moving to the forest floor also means you must miss an entire recess to fill out a "Behavior Reflection". It must be signed by a parent or guardian and returned the next day.
4. Other consequences include- losing recess, going to the buddy room, or an office referral as per the school handbook.



## Rewards

1. Thanks for making good choices! You can be rewarded with a piece of candy, a star for our star jar, a menehune award, or a basketball shot. The best reward of all is getting to feel good about yourself and your choices!
2. If you have an exceptional day, you have the opportunity to move to the emergent level of the rainforest chart. This means that at the end of the day you will get a certificate and a treasure from the treasure box.