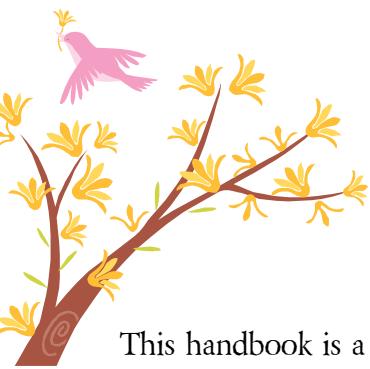


PROCEDURES



Mrs. Mormino's
5th Grade Class
August 7, 2009

This handbook is a list of procedures for our class. In life we all have certain procedures to follow which help things run more smoothly. These procedures will help the class run smoothly and also take away the idea that you don't know what to do for certain things. You will find things listed in alphabetical order.

ABSENCES:

It is your responsibility to check the absent sheet that is on or in your desk. If there is no absent sheet on your desk or if you just want to double check your missed assignments, see me. You have two days to turn work in to me after an EXCUSED absence. If you are absent for a number of days, please conference with me so we can set a due date for when all of your missed work is to be turned in. If a TEST is on or in your desk, it is YOUR responsibility to come to me with the test in hand to set a date and time to take the make-up test. If you missed important notes that were given in class, you need to make sure that you borrow a friend's to copy.

ACCELERATED READING:

You will take a STAR test at the beginning of each semester. I will assign you a reading range and point goal based on your STAR test. You may take an AR test on any computer only during AR time. Do not ask if you can take a test at any other time. **YOU ARE TO READ IN YOUR ASSIGNED READING RANGE AT ALL TIMES.** If you ever take a test that is not on your level, I will delete it immediately upon finding. There is a possibility that my deleting a test/tests can lower the percentage of your goal reached.

AGENDAS:

At 2:15 everyday, you will stop whatever it is that you are working on to complete your agenda. You will copy down everything on our classroom website under homework. You will also pack your book bag with whatever you will need that night to complete your homework. It is your responsibility to be sure that you have packed everything that you need for the night.

BELLWORK:

Each morning when you enter the classroom, you are responsible for completing the following tasks:
BEFORE broadcast: (1) You will unpack your book bag. (2) You will make sure that you have your materials ready for the day: sharpened pencils, pens, etc...

DURING and AFTER broadcast: (3) You will complete the warm-up at the top of that day's lesson. (4) You will then complete the Every Day Counts work on the handouts that are provided. (5) Once completed, put your pencil down and have your math materials ready to begin class.

BOOKS:

Keep all books NEATLY in your cubby. At times you will be given an opportunity to collect your books for that subject.

BOOKBAGS:

Book bags are to be placed in the designated area in the classroom at all times. They are not to be left by your desk.

CLOTHING:

You must wear your uniform to school. Anyone violating the uniform policy will be written up and sent to the office. It will be cool in the classroom. If you want to stay warm, you may wear a white or navy blue, solid colored sweatshirt to school. You may also wear the ASMS sweatshirts. Any outside clothing not being worn must be placed on the back of your chair.

COMPUTERS:

We will do a lot of work on the computers in our classroom. Please DO NOT ask when you may use a computer. I will have a computer schedule posted at all times. Each student will be assigned two times weekly that he/she may work on the computers throughout the week. If a pull-out of yours conflicts with your assigned time(s), I will work with you the best I can. I cannot promise anything.

When it is your designated time I will not remind you. You must be responsible enough to remember on your own. There will always be websites or activities written on the white board behind the computers. You are to only do whatever is posted there. Do not ask if you can go to any other website. If you are having problems, go to another computer or try to troubleshoot yourself. Do not interrupt my teaching. This is your independent computer time.

DISMISSAL:

At 2:26 everyday the bell will ring. Immediately close your agenda, make sure you have everything that you need in your bag (including your AR book), and wait until I dismiss you. Keep in mind that I dismiss you, NOT the bell. No one will be dismissed until our classroom is in order: no trash on the floor or crammed in your desk, or books on the floor. Chairs must be pushed in neatly.

EARLY FINISHERS:

You will have your Accelerated Reading book in your desk at all times. Whenever you complete an assignment or test early, you may read your Book if no other early finisher work is assigned.

EQUIPMENT:

You may use the stapler, tape, or three-hole punch that is in the student center. You do not have to ask my permission to use these items, BUT it must be at a time when I am not delivering instructions, and it must be put back in the place where you took it. (Do not use mine on my desk.) If one of these items is jammed, you must let me know right away. If these items are broken, privileges will be revoked.

FIRE DRILLS:

We will practice these. You are to exit the room quickly and QUIETLY. Line up alphabetically in the designated area.

GOTCHA CARDS:

Gotcha cards are to be turned in to the school office between 7:00 – 7:30.

GRADED PAPERS:

Graded papers will go home every Friday. Accompanied with the test papers will be a graded paper sheet. This sheet will have all of the week's grades recorded on it. It will notify your parents whether or not you received any behavior consequences that week. If "No" is circled, then you did not have a behavior card for the week. If "Yes" is circled, then you did have a behavior card for the week. Your behavior card will be sent home as well. The behavior card (if you received one) and graded paper sheet must be signed by your parents and returned to school the next day. If it is not returned the next school day, consequences will be given.

GRADING POLICY:

Math

90% - tests, worksheets, projects, etc.

10% - homework/participation

Reading

90% - tests, worksheets, projects, homework, etc.

10% - AR

Language Arts

90% - tests, worksheets, projects, etc.

10% - homework/participation

Spelling

90% - tests

10% - homework/participation

Science

90% - tests, worksheets, projects, etc.

10% - homework/participation

Social Studies

90% - tests, worksheets, projects, etc.

10% - homework/participation

GRADING SCALE:

92-100 A

83-91 B

74-82 C

65-73 D

0-64 F

3.5-4.0 A

2.5-3.4 B

1.5-2.4 C

1.0-1.4 D

Below 1.0 F

HANDWRITING:

It is your choice to complete your work in cursive or print, however all work must be done in your very best handwriting. You will always write in a blue or black pen in subjects other than math. No other color pens will be allowed. Any work completed in any other color than blue or black will be counted as a zero. Math work will always be done in pencil. Any work completed in pen will be counted as a zero.

HOMEWORK:

All homework assignments will be projected from our website to the Promethean Board. New assignments will be added daily. So if you are absent, make sure you get your assignments from our website. www.mrsmormino.com

All homework is to be completed in the correct subject notebook. If an assignment is *not* completed then it will be counted as a zero. If an assignment is *partially* completed it will also be counted as a zero.

If you fail to complete a homework assignment, you will need to sign the homework binder. At that time a notice will be sent home to your parents. This notice must be signed and returned the next school day. If you do not sign the book, you will receive an "A" for your homework grade. If you sign once, you will receive a "B". Twice...a "C"...Three times...a "D"...Four or more times...an "F". Homework counts as 10% of your final grade in each subject.

HOMEWORK PASSES:

I do not give very many homework passes throughout the school year. However if you do get one, you may use it for a whole night of homework!

KLEENEX:

You do not have to ask my permission to get a tissue. Feel free to get up and get one.

LEAVING THE CLASSROOM:

You will only be allowed one break before lunch and one break after lunch. If you need to get water raise one finger. If you need to use the restroom raise two fingers. If you need to go to the office raise three fingers. (You will have to discuss this with me and I will give you the go ahead if it is okay.) You must sign out with your name, the date, and time anytime that you leave my room.

Be sure you have a pass whenever you leave the room for any reason. *especially the office pass* We have the following passes: hall, girl, boy, library, office phone, office no phone. If you need to use the phone in the office, you must take the office phone pass. This pass is kept behind my desk. You will need to ask me before ever using this pass.

LINING UP:

I will call you name, group, or row once you are quiet and ready to line up at the door.

LUNCH MONEY:

It is your responsibility to bring your lunch money to the cafeteria before school or at lunch time.

MARVELOUS MONDAYS:

Students who do not get in any trouble for the entire week will be given extra recess on the following Monday. If you lose this reward, you will be sent to a teacher's classroom to reflect on your actions that got you in trouble. The worksheet must completely be filled out when you return to class. If not, it must be finished for homework that night. If it is not returned, an additional consequence will be given.

NOVELS:

We will be reading at least three novels this year. They are Follow My Leader, Bridge to Terabithia, and Holes. We may read an additional novel as well.

NUMBERS:

Each student will receive an assigned number at the beginning of the year. EVERYTHING turned in must have your number on it. If you do not write your number points will be deducted.

PERFECT ATTENDANCE/FREE DRESS:

All students who attend school everyday with no tardies and no check-outs will receive a free dress pass on the last day of each month. (Excused absences are still absences from school.) All students who receive this reward will be given a Free Dress Coupon. On these special days, you are not required to wear your school uniform. BUT...you must still follow St. Tammany Parish School Board's dress code. Any student that is not following the dress code will be sent to the office to call home.

PROJECTS:

I will assign a few projects throughout the year. Everyone is required to complete either a Social Studies or a Science Fair Project this year. Packets will be passed out around Christmas time so that you have ample time to complete it. All projects MUST be turned in on the assigned day. I WILL NOT ACCEPT LATE PROJECTS, UNLESS A DOCTOR'S NOTE IS PROVIDED! Deadlines are set for a reason. DO NOT wait until the last minute to complete projects. It is not fair to your parents and your grades will suffer.

READING TESTS:

The reading tests this year will be based on comprehension, not memorization. You will be given a new story on the day of the test. You will have to read that story and use the skills that you were taught over the week to answer the questions.

RECESS:

An adult will dismiss you from the cafeteria at the appropriate time. You are to walk out to the playground. If you have a recess time-out, you should be prepared. (pen, form, and a hard surface to write on) You will not be allowed to return to the classroom for any reason. You must have the front of the recess form completed before returning to class. This should be handed to me as soon as you return from recess. If it is not completed, you will continue to serve recesses until it is.

When the duty teacher is ready for you to line up, she will blow the whistle once. At this time you will stop talking and freeze. When everyone is frozen, she will blow the whistle once more. At this time, you will QUIETLY WALK to your designated area to line up. You will wait there, in a quiet and straight line, until the teacher dismisses you.

REWARDS:

I may reward you at any time with Mormino Money. You may also get Mormino Money for bringing in supplies. You will save your money. It is your responsibility to keep up with this money. I will not replace it if it is lost/stolen. At the end of each month, we will have a class store where you will be allowed to buy prizes.

RULES/CONSEQUENCES:

Rules

1. Respect yourself and others.
2. Be organized.
3. Raise your hand to be recognized.
4. Complete all assignments.
5. Be engaged in the learning process.

Consequences

1. Warning
2. Loss of Recess
3. Time Out Buddy
4. Lunch Detention
5. Phone Call Home
6. Thursday Detention
7. Conference with Parent

SHARPENING PENCILS:

You will sharpen pencils before school begins and as needed during the day, but not during instruction time. If I am not directly instructing you may sharpen at this time without my permission.

SPIRIT SHIRTS:

On Fridays, you will be allowed to wear your spirit shirt instead of your normal uniform shirt. The class that has the most students wearing spirit shirts will be rewarded with an ice cream treat. For any questions about ordering spirit shirts, please contact the office at 892.2070.

SPOT CHECKS:

At various times during the week, I will randomly check your desk and cubby. I am looking for neatness and organization. Again, this is an easy way to earn some extra Mormino Money if you keep yourself organized. If you consistently have messy notebooks, folders, or desk I will count this as not following directions and you will receive a detention.

TALKING:

I expect the courtesy of not talking when I am talking. You will be given many opportunities to work together throughout the day. During these times I do not mind quiet, inside, group voices that are discussing things on topic. Please refer to the traffic light. If the light is on red there is absolutely NO talking. If the light is on yellow you may whisper only. If the light is on green you can talk, but you must use your inside voices.

TESTS:

You will turn your tests in to the correct subject basket. Tests that do not have names or numbers on them will be discarded.

TRAVELING:

We will walk to and from our pull-out classes in our assigned single-file line unless otherwise directed. You are NEVER to talk or get out of line unless given permission.

As a reward, if another teacher, faculty member, or parent notices that our class is following the correct guidelines for traveling around the school, he/she may give our class a compliment. We will keep track of how many compliments we are given. At the end of the nine weeks, the fifth grade class who has received the most compliments will receive some sort of reward. (example: movie party) Your own teacher cannot give your class a compliment and you cannot ask for one.

QUIZZES:

Most quizzes will be announced in class ahead of time. However, sometimes there will be pop quizzes given. They may or may not be open book/notebook. Sometimes it will be a quiz on what you have learned that day in class.

Please cut on the dotted line, sign, and return to me by Monday, August 10, 2009. You may keep the handbook to use as a reference throughout the school year.

By signing below, I am stating that I have read and understand Mrs. Mormino's Procedure Handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____