



Procedure Handbook
Classroom Reference
Guide

Hello! Welcome to Mrs. Bainbridge's class! We are going to have so much fun this year learning new things, getting better at being organized, and making new friends. There are a few things we all have to do in order to make our classroom run smoothly.

Please take a moment to glance through my classroom procedures. If at any time we need to check and see how something is done, we can look back in the book to make sure we are following the procedures.

When students forget procedures, I will ask them to look back in the manual to find out what they should be doing.

I know we are going to have a fantastic year! 😊

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Start of the day

1. Greet Mrs. Bainbridge in the hallway.
2. Hang up your backpack/coat and, if you have a cold lunch, put your lunch in the basket. Please hang your things up on your assigned hook!
3. Turn in your HORSE folder.
4. Make a lunch choice and your Daily Five choices.
5. Sharpen 2 pencils, get your book box, fill your water bottle, and be ready to start the day when the 2nd bell rings at 7:50!

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 borrow one from the cup or use a hand held or crank sharpener.
3. You **may not** sharpen using the electric sharpener at any time other than at the beginning of the day or during free choice.
4. You **may not** sharpen while Mrs. Bainbridge is giving direct instruction.

Welcome Work

1. This is quiet time.
2. You will either have a new assignment on your desk, or you will need to take out your welcome work folder to complete the back of yesterday's page.
3. You have 10 minutes to complete your welcome work.
4. If you finish early, **READ**.

Morning Meeting

1. Each day, we will all move to our meeting area to begin Class 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. We say good morning to each other and participate in an activity.
4. We have a positive attitude.
5. We listen to each other. This means we do not talk when our friends are talking. We do not talk when Mrs. Bainbridge is talking.
6. We participate! This means listening, participating in activities, and responding to questions.
7. We are all friends. We'll try to sit by a different friend each day.
8. When Morning Meeting is over, you are responsible to 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. Bainbridge is not giving direct instruction. This means, during a lesson you need to wait until Mrs. Bainbridge is done giving directions or talking to get out of your seat.
2. You will need to get the "Bathroom Buddy". Put it on your desk. This way I will know where you are and your classmates will know if there is anyone in the bathroom.
3. When you are done, wash your hands and put the "Bathroom Buddy" back.
4. 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. Bainbridge and waiting for a response. You can bring a water bottle to school to keep at your desk.
5. During snack time, you do NOT have to ask to get a drink. Mrs. Bainbridge will not respond to you during snack as she will be reading to the class.

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. Bainbridge 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. This is why when another student is talking to the class during a lesson, we all will look at this student and listen to them. 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. Bainbridge will ask 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. Bainbridge will start our hallway poem and when everyone is ready to walk in the halls, we will leave the room.

Entering the classroom

1. We enter our classroom quietly. Please come in and go to your seat. Mrs. Bainbridge will give you instructions when everyone is seated.
2. This is an excellent time to earn "free choice minutes", marbles for our jar, or tickets!

Walking down the hall

1. Other students are learning and we do not have the right to take that away from them. We walk down the hall quietly. We are responsible students who respect the rights of students who are learning.
2. We walk on the right hand side of the hallway and stay in a line, one student behind the other.
3. There is always a line leader and a caboose. The line leader will always walk first and the caboose will always walk last.
4. Being appropriate in line means: keep your hands to yourself (this means no touching other students' work in the hallway!), keep your shoes on your feet, walk, and stay 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.

Turning papers in

1. All completed assignments will always go in the black wire basket on the shelf by the door.
2. Do NOT bring your paper to me! They need to be put in the basket.
3. You must put your name and date on all assignments. 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!

Homework

1. You are expected to complete your spelling, math, and reading each night. Students who complete their homework every night will be invited to be members of the monthly "Homework Club". Students who choose not to complete homework, will be required to do their homework during their recess.

HORSE Folders

1. You have been given a HORSE folder to use this year in Mrs. Bainbridge's class.
2. You must bring it to school every day and take it home at night.
3. If you forget your HORSE 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 HORSE.
4. If you lose your HORSE, you will be responsible for replacing it.

Packing up

1. You may not pack up until Mrs. Bainbridge has given you back your HORSE and talked about today's homework!
2. Place your HORSE inside your backpack.
3. If you brought your lunch, don't forget to take your lunchbox home.
4. Take your belongings off your hook and back to your seat.
5. Wait quietly while others pack up. This will help pack up time go quickly so we can move on to new things!
6. When it is time to leave, you will put your chair on your desk and then we will have time to play a quiet game of "Mummy Ball"!

Exiting at the End of the Day

1. Mrs. Bainbridge will ask you to put up your chair and put your backpack on. Do NOT put on your coat/backpack until you are asked to do so. The bell does not ring until 3:10. Mrs. Bainbridge knows how to tell time and she will not make you late for a bus or a parent pick-up! Don't worry!
2. Listen for Mrs. Bainbridge to ask you to line up at the door.
3. When the bell rings, please say goodbye to Mrs. Bainbridge. You need to exit the building on the right side of the hallway... remember that's the side we walk on!

Show and tell

1. You will be assigned a day each week to bring show-and-tell.

Students number:

1-5 will go on Monday

6-10 on Tuesday

11-15 on Wednesday

16-up on Thursday

There is NO show-and-tell on Friday

2. You will have 1 minute after calendar to tell us about what you brought. This is show-and-tell. We can not pass items around the room.

3. You are responsible for the item you bring to school. Don't bring anything that you will be sad if you lose or is broken. You are not allowed to take your item outside at recess.

4. If we do not have school on the day you would normally do show-and-tell or if you are absent on your day, I am sorry! 😞 Save your show-and-tell for the next week.

Bringing toys to school

1. You may bring an item for show-and-tell.
2. It cannot leave our classroom, except to go home. This means it can't go to recess, lunch, or specials. You may **not** keep it in or on your desk. You must put it in the show-and-tell basket.
3. After your show-and-tell, your toy **MUST** go back into your backpack. If it is too big, you must put it behind Mrs. Bainbridge's desk. Mrs. Bainbridge will take your toy from you if you do not follow this procedure.

Classroom supplies

1. You will keep the supplies you've brought to school at your desk, except for glue sticks.
2. If you need to borrow crayons, markers, or colored pencils, you may get them from the container at the front of the room. Please put them back when you are done! You must ask about markers. We do not use them often!

Free Choice Time

1. At the end of the day on Friday, we will be able to have "Free choice time" if we have earned the privilege.
2. During free choice, you may play with the toys in the classroom.
3. Mrs. Bainbridge will set a timer that you will need to watch.
4. All toys must be cleaned up, and all students must be back in their seats **when** the timer goes off. This means you should begin picking up when you hear the warning beep.
5. Being out of seats when the timer goes off can result in a loss of free choice minutes for the next week!

Classroom jobs

1. At the end of the day, students who have jobs are expected to do them. Our classroom depends on everyone pitching in to help things run smoothly and stay organized.
2. Please do not work on your job at any other times, unless you are a line leader, messenger, or caboose. Filers do have to stay in from recess to complete their job.

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. Bainbridge will remind you about what you should be doing. She 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 yellow and lose 5 minutes of recess.
3. If it happens again, you will move to red. Moving to red means you must miss an entire recess to fill out a "Behavior Reflection". It must be 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 ticket, earning a marble for our class jar, an award from your teacher, and the best reward of all is getting to feel good about yourself and your choices!

2. Mrs. Bainbridge will also be handing out tickets during the day. You can earn tickets for things like following directions, following procedures, receiving compliments, making good choices, bringing your HORSE to school every day, and many other things! Write your name on your tickets and put them in the bin. On Friday, Mrs. Bainbridge will choose 5 tickets and those students can visit the prize box for a prize!!

Book Boxes

1. You have been given a Book Box to store the books that you are reading.
2. You may NOT store books from our class library or school library in your desk; put them in your Book Boxes. This will help them stay in good condition.
3. Each day when you arrive, you will need to get your Book Box and follow the procedures we have learned.
4. Put your Book Box back when we are finished with reading.
5. During the day if you have time to read, please choose a book from your box.
6. We will shop for new books every week!