Miss Gascho – 3rd Grade – Classroom Packet

**Dear Parents,**

 Please read through our classroom procedures and rules with your child and sign the bottom of the paper if you agree that these procedures and rules will help your child have the best learning experience in my classroom. We have gone through all of our procedures and rules on the first day of school and will continue to practice and use them throughout the school year. Thank you for your participation in your child’s education.

Sincerely,

 Miss Gascho

**Procedures**

Start of the Day:

* Come in the room politely and quietly.
* Take your **student folder** from your mailbox beside the door.
* Stop by the white board on the way to your seat and place your name clothes pin onto your **choice for lunch** for the day.
* Go directly to your assigned seat and begin your **Brain Coffee** bell work.
* Copy the schedule for the day into your planners or on a separate sheet of paper.
* If you get done early you may do silent reading until I begin class.

Lunch Picks:

* Place your clothes pin with your name on it onto the what you want for lunch
* You have three choices:

Cold/Packed Lunch

Hot/School Lunch

Lunch with Teacher (VIP reward occasions only)

Homework:

* Put your homework in your mailbox when you enter the room in the morning.
* You can get graded homework from your mailbox at the end of the day or the next morning.

Line-Up Procedure:

* Door Leader is designated by Miss Gascho.
* The door leader's name is placed above the door.
* The door leader changes every week.
* The door leader starts the line then will call colored work groups by the how clean their desks and floor areas are as well as if they are showing they are ready
* If there is not enough time Miss Gascho will dismiss groups to the line.

Bathroom/Leaving the Classroom:

* Go to the **"Where Am I?" Board**.
* Raise your hand with your thumb up.
* When Miss Gascho comes to you tell her where and why you would like to leave.
* When Miss Gascho says so, put your clothespin onto the board that is where you are going.

BATHROOM

DRINK

ANOTHER CLASSROOM

OFFICE

LIBRARY

NURSE

Turning In Seat-Work:

* You MUST highlight your name on your papers before turning in any work.
* Highlighters are right beside the place you turn your papers in.
* Please put your work in the right subject bin.
	+ For example, once you finish your math practice, place the sheet in the Math work bin.
* No name papers will be hung on the **"No Name" board** with clothespins. You are responsible for knowing which paper is yours.

End of the Day:

* Write any homework from the board onto your **Homework For Today** sheets found in your student folder.
* Finish your **I'm A Smartie** paper from your student folder.
* Grab your backpack and coat
* Collect any papers from your mailbox (graded papers, newsletter, etc.)
* Put your folder back into your mailbox
* Get into line and finish putting your coat and backpack on
* Please be quiet and respectful

Absent Day Procedure:

* The **Absent Day Bin** is in the back of the classroom.
* If you were gone, find the folder that has the date you were gone written on it and collect any homework or other papers you need to complete.

Missing Materials:

* If you are missing any materials for the day, you must ask a neighbor to borrow and return that material to them the next day.
* Sign an **I Forgot Agreement** with the neighbor that lets you borrow their material.

For example: If you forgot to bring a notebook or paper and needs to borrow a neighbor’s, you will bring a piece of paper for your neighbor the next day.

Pencil Procedure:

* The pencil area is next to the highlighters and where you hand in your work.
* If you break your pencil lead, pencil, or runs out of lead, you can go QUIETLY to the back of the room and get a new pencil.
* There will be two cup labeled "NEW" and "OLD".
* Only Miss Gascho can sharpen pencils that are old.

Book Hospital:

* The Book Hospital is located beside the reading center where you can put damaged books.
* You must fill out a **What Happened** slip. Put it in the book.

Getting into Work Groups:

* Work Groups are given a color,
* The work groups will always be posted on the board.
* Miss Gascho will let you go to your groups if your area is clean and you are ready to learn.

Attention-Getting:

* On the first day of school, we will be voting on an attention-getting response.
* It will be written on top of the board for you to always see.
* I will either say "Holy Moly", "All Set?" or "Ba da ba ba ba" (depending on the choice of the students).
* The students will then reply with "Guacamole", "You Bet", or "I'm Lovin It" and immediately place their eyes, listening ears, and quite mouths on the Miss Gascho.

Breathe Box:

* You will receive a red STOP sign on your desk if you are disturbing the class.
* If you continue to disturb the class or break the rule the teacher will place the **Breathe Box** on your desk.
* You can then go to an area of the classroom that is not near other students.
* Do one or more activities found within the Breathe Box to calm down and think about how you will change your behavior.

Finished-Early:

* Ask Miss Gascho for a sponge activity or do silent reading at your desk.

**Rules**

My rules are:

1. Be polite and helpful to all.
2. Hands, feet, and objects to yourselves at all times.
3. Stay in your seat unless told otherwise and wait for directions.
4. Eyes, ears, and quiet mouths on the teacher when told.
5. Follow directions quietly unless told to speak.

**If you break a rule:**

First time: a warning is to **“reset”** – which means place your head on your table until told to sit up in order to re-focus.

Second time: complete an **Action Plan** with Miss Gascho.

Third time: sent to the office to talk with the principle.

 If Miss Gascho sees you **going above and beyond** the expectations you will be given the options of one of these three rewards:

1. **VIP time with teacher of choice**
2. **Positive notes from classmates** (Three)
3. **Homework Coupon** (One)

My child and I have read this packet together and understand that these rules and procedures are in place in order to have a successful year in 3rd grade!

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