

Mrs. DeMario's
2nd Grade

Classroom Procedures
And
Reference Guide

Welcome

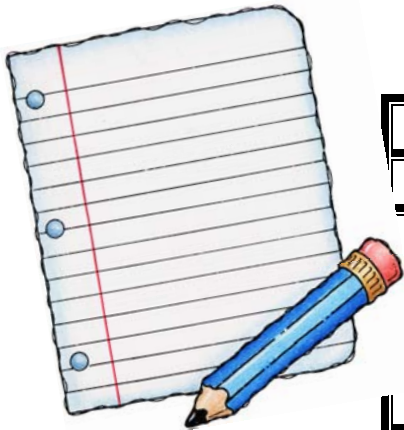
We are going to have so much fun this year learning new things, getting better at being organized, and making new friends. There are a few things we all have to do in order to make our classroom run smoothly.

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.

I know we are going to have a fantastic year in our busy bee hive!



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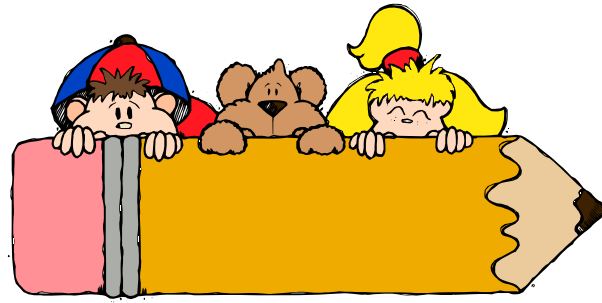
START OF THE DAY

(Homeroom: 8:15-8:30)



1. Greet Mrs. DeMario in the hallway. You can give her a handshake, hi-five, or hello.
2. Hang up your backpack/coat and if you have a cold lunch, keep it in your locker. Please hang your things up on your hook!
3. Put your angel card in the chart so I know you are in the classroom.
4. Sign up for lunch if you are buying.
5. Check your mailbox.
6. Put any notes from home in the black basket on Mrs. DeMario's desk.
7. Put your S.T.A.R. folder on your desk.
8. Be ready for prayers and the Pledge of Allegiance at 8:20





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 handheld sharpener (with a lid to catch the shavings)
3. You may not sharpen using the electric sharpener at any time other than at the beginning of the day when I can assist you.
4. You may not sharpen while Mrs. DeMario is giving direct instruction.



MORNING MEETING

1. After homeroom (at the 8:30 bell) we will move to our meeting area 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. We say good morning to each other! And we use the greeting the leader has chosen.
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. DeMario 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.



1. You are free to use the bathroom as long as Mrs. DeMario is not giving direct instruction. This means, during a lesson you need to wait until Mrs. DeMario 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. DeMario and waiting for a response. You can bring a water bottle to school to keep at your desk.



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. DeMario 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!



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. 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. DeMario 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. 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. DeMario will give you instructions when everyone is seated.
2. This is an excellent time to earn marbles for P.A.T.



WALKING IN 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.**
- 2. We are responsible students, who respect the rights of students who are learning.**
- 3. We walk on the right hand side of the hallway and stay in a line, one student behind the other.**
- 4. There is a line leader and a caboose. The line leader will always walk first and the caboose will always walk last.**
- 5. Being appropriate in line means: Keep your hands to yourself, 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 or lag behind.**
- 6. Failure to walk appropriately in the halls means we will line up in student number order.**

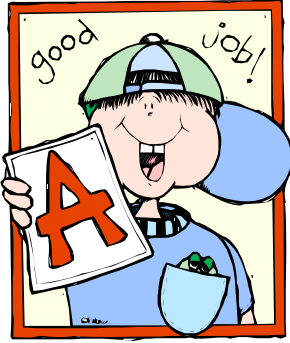


TURNING PAPERS IN

1. All completed assignments will always go in the plastic work container by the angel chart.
2. 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. We write our assignments on our homework sheet together the first half of the year. Homework is also posted on the website.
2. Raise your hand when you are done and Mrs. DeMario will check your sheet.
3. You are expected to complete your homework each night. Most homework can be completed without a family member although sometimes family involvement is necessary. Always check your child's work. Point out mistakes in a gentle way and use that opportunity to reteach and clarify the skill. If you would like me to know of a particular problem area, initial where help was needed and I'll respond as soon as possible. Students who complete their homework will receive a ticket. Students who choose not to complete their homework will receive a mark on their conduct chart and lose 1 point each day it is late. After 2 days it will not be accepted and a zero will be entered in "Grade book". If for some special reason your child cannot complete his or her homework on a particular evening, please send a note with your child the next day explaining the reason. The child then may complete the homework on the following evening. Your child's conduct chart will not be marked if I receive a note (a child forgetting to bring the work home is not an acceptable excuse).



GRADES



1. The report card letter grade that you will see on RVS Grade book indicates the overall progress in the performance of that subject area. It is determined by class work, homework, tests, and projects.
2. The following subjects are given letter grades based on points earned:
 - Religion
 - Math
 - Reading
 - Spelling
 - Grammar
3. You may also see the following symbols on papers:



excellent work



good work



satisfactory work



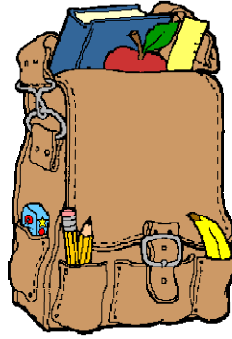
needs improvement



STAR FOLDERS

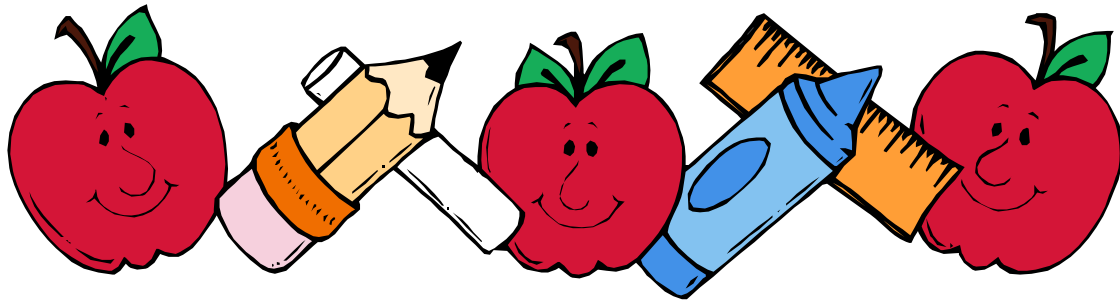
(**S**tudents **T**aking **A**cademic **R**esponsibility)

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



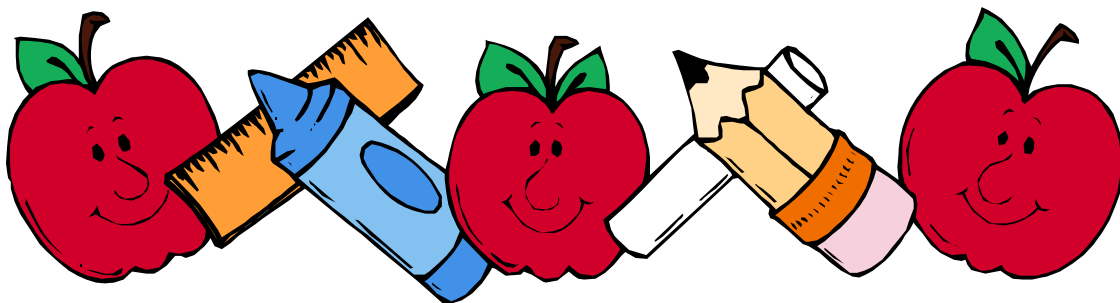
PACKING UP

1. You may not pack up until Mrs. DeMario has checked your STAR folder. When you receive a ticket, you can pack up.
2. Place your STAR 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 will be ready for dismissal.
6. Mrs. DeMario will be timing us during pack up. Do you think we can beat the time of the day before???
7. Bus riders will line up on the left (exiting the room) and car riders on the right. This way we will be able to exit safely when the dismissal bell rings.
8. When the dismissal bell rings please say goodbye to Mrs. DeMario.



CLASSROOM SUPPLIES

1. You will keep the supplies you've brought to school at your desk in your supply box.
2. Other classroom supplies such as scrap paper, various kinds of writing and drawing paper and special scissors will be kept on the shelves in the back of the room.
3. We put classroom supplies back on the shelves when we are finished using them.
4. At the end of the day you must put your supply box on your locker shelf.



Classroom Jobs

1. **During the last 10 minutes 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.**





CONDUCT CHART & WEEKLY EVALUATIONS

1. Every Friday you will receive a weekly evaluation which explains how your child's behavior and work habits have been during the week.
2. The conduct grades are based on the strike system used to track behavior. When students misbehave, they are given a strike next to their name on my recording sheet.
3. At the end of the week, strikes for each student are totaled and a conduct grade is given.
4. Missing or incomplete class work and homework are also tracked and included on the weekly evaluation sheet.

The evaluations are my way of ensuring that you know what's happening with your child in class. Please check RVS Grade book to monitor your child's academic progress.

RULES



Lifelong success depends in part on learning to make responsible choices. A discipline plan affords student guidance in making good decisions about their behavior and thus an opportunity to learn in a positive, nurturing classroom environment. Your child deserves the most positive education climate possible for growth. Together we can make a difference in this process.

Safety



Safe

Take responsibility



responsible

Attitude



positive

Respect



respectful



a





1. Thanks for making good choices! You can be rewarded with a ticket, earning a marble for our class jar, an award from your teacher, stickers, and the best reward of all is getting to feel good about yourself and your choices!
2. You can earn tickets for things like following directions, following procedures, receiving compliments, making good choices, and many other things! On Friday, Mrs. DeMario will choose 5 tickets and those students can choose from the menu. Candy and prizes are generally not given so that students do not become focused on what they can 'get' for behaving.



Preferred Activity Time (P.A.T.)

1. On Friday we will be able to have P.A.T. by using the minutes we earned during the week.
2. In the beginning of the year you will be introduced to group activities and later you may choose independent activities.
3. The activity or center materials 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.



CONSEQUENCES

1. Some times we make mistakes, and that's ok. The first time a rule or procedure is broken, you will receive a verbal warning and you will move to purple. (Strike 1) That means Mrs. DeMario 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 (strike 2) and 'Brain Break' time is lost for that day. (Brain Breaks are usually at the end of the day or during a transition time when they engage in a non-academic 'break' activity) Children with two strikes put their heads down and rest quietly during this time.

3. If it happens again the card is changed to red (strike 3) 'You're Out' and you are removed from the group and sit alone.

4. Another strike will result in a loss of recess, and a behavior reflection form is filled out, signed by parents/guardians and returned to school the following school day.



Second Grade Superstars

*I'm a second-grade superstar!
I'm a success! I'm going far!*

*I can read many books that are long.
I learn every time I get something wrong.*

*I try to study hard for each test.
I focus on always doing my best!*

*I try to be patient and I share.
I try to be responsible and I care.*

*I'm a second-grade superstar!
Watch me! I will really go far!*

