**2012-2013 5th Grade Expectations and Procedures**

1. Classroom discipline- Each classroom has a notebook called a “Strike Book.” If a student is asked to sign this book once, it is a warning. If he/she is asked to sign the book twice, he/she will be expected to come into that teacher’s classroom for lunch to determine the consequence. Ex.: clean the classroom, letter to parent, etc. If he/she is asked to sign the book a third time, he/she will also be expected to come into that teacher’s classroom for lunch to determine the consequence. Ex.: email to Dr. Tseunis, call to parents, etc. Consequences for signing three times are more severe than the consequences for signing two times.
2. Absent-work policy- It is the students’ responsibility to get work from the designated absent-work area in each classroom. For each day absent, the student will receive the same amount of days to turn the work in. For ISN work, students are expected to ask a partner/friend for the information missed and complete it. All students are held accountable for any information missed while absent.
3. Late work policy- All work must be completed within two weeks of the due date, otherwise it receives a zero. During the two week grace period, points may be deducted daily depending on the assignment.
4. Turning in Work- Work is collected/handed in at a designated time during class. If a student’s work is not collected/handed in at that given time, that student is responsible for turning in his/her work.
5. Proper heading- Students will be taught the proper heading the first week of school and are expected to use it on all assignments. If the heading is not correct, the assignment will be placed with the “no name” papers. The proper heading must include, but is not limited to: First and Last name (first line), date (second line) and rotation number (third line).
6. Bathroom policy- One student may use the restroom at any given time. When a student needs to use the restroom, he/she must use the hand signal and be acknowledged before getting out of his/her seat. The student must fill out the bathroom log, take the appropriate bathroom pass and return to class within three minutes. Students will not be permitted to use the bathroom during direct instruction time or transition periods.
7. Walking in Lines- Students are expected to be silent and respectful in lines at all times.

**Important:** During direction instruction students are expected to stay in their seats unless told otherwise. Throughout group work and independent work, students may then leave their seat as needed. This includes throwing things away, sharpening pencils, using the bathroom, getting a drink, etc.