

HOMEROOM POLICIES & PROCEDURES – ROOM 207

| <u>ITEM</u> | <u>POLICY/PROCEDURE</u> |
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| Arrival | <p>Upon arrival, and before you speak, you are to do the following in this order:</p> <ol style="list-style-type: none">1. Let the Teacher know your lunch preference. Give Teacher tardy slip if you are late and/or signed absent excuse from parent if you were absent the day before.2. Remove all books, folders, binders, supplies and work needed for the morning from your book bag and place them on your work table.3. Hang outerwear on hook in coatroom entering through the door marked “IN” (no more than 4 students in coat room at a time), and place afternoon books and any other loose items in cubby.4. Place <u>empty</u> book bag in plastic bag and hang on your hook.5. Make sure you have at least 2 working pencils, eraser, pen, red pen and loose leaf paper for the day’s work. Mechanical pencils are preferred. You may ask permission to go to the Supply Store at this time if necessary, but must be back in your seat by 8:00.6. You may read, study, work on Accelerated Reader or Math, or have quiet conversation with other students until the 8:00 bell rings.7. At 8:00, return to your seat silently and begin reading or study until morning announcements and prayers.8. After morning prayers resume reading or studying in silence until your first class begins. |
| Tardiness | If you are tardy, report to the office first to get a tardy pass, then bring it to the Teacher upon arrival to class. |
| Absence | Bring your written excuse signed by a parent to the Teacher upon your return to school after an absence. Make-up work is due your second day back and is subject to the grading described below. Any tests you missed due to absence will be given on your second day back during class. |
| SSR | <i>Silent Sustained Reading</i> period begins at 2:20 until 2:35. You can sit where you wish, but must be reading something other than a textbook silently during this time. |
| End of Day | <p>After SSR, you are to return to your seat and silently wait for the signal to commence End-of-Day Jobs. Once the signal is given, you may talk in hushed tones as we prepare the classroom for the next day. When office announcements are given over the loudspeaker, all students are to stop what they are doing, become silent and listen. The following tasks are to be performed at this time:</p> <ol style="list-style-type: none">1. Messenger – Bring mail from mailbox to Teacher.2. Eraser Cleaners – Take erasers outside and clap them together to remove dust. Do not clap them on the ground or building.3. Blackboard cleaners – Wash blackboards. Wash out sponges every few strokes. There should not be any chalk streaks on the boards when dry. <u>Thoroughly</u> wash out sponges and buckets before putting them away.4. Assignment Secretary – Make sure assignments for all classes are recorded on assignment board and in the classroom planner.5. Paper Passer – See Teacher to get handouts, and distribute to students. On Thursdays, distribute Parent Communication Envelopes.6. Gardeners - Water plants, feed animals, clean up after them.7. Floor Managers & Cubby Cop – Remove debris from floors. Vacuum as needed. Announce messy cubbies to the class.8. Surveyor – Align the tables in rows 36" apart, nice and straight.9. Absence Coordinator – See Teacher to find out where absent students’ books and work are to be delivered. Report to Teacher upon completion.10. All – After finishing your job, get coat and book bag from coatroom, necessary items from your cubby, and bring to your desk and pack necessary study/homework materials in book bag. Make sure you leave your cubby neat and tidy. If you do not have an afternoon job, return to your seat. You may do homework, read or talk in hushed tones. Place your chair on the table before you go.11. Closing prayer. |