

# CLASSROOM PROCEDURES

Kindergarten 2019-20  
Riverheights Elementary School  
Ms. Alyssia Kajati

At the beginning of each school year, I like to establish clear expectations and guidelines for my students.

Having set procedures provides consistency for the students, as they will always know what is expected of them. In return, they will know how to act before they can react. These procedures will contribute to the success of our classroom as well as provide an ideal environment for optimal learning.

## PROCEDURES IN THE CLASSROOM

### Entering the Classroom:

- Enter the classroom calmly and quietly.
- Remove and hang up all outerwear and backpacks. School shoes go on top of the shelf and outside shoes go on the floor.
- Friday folders go in the labelled bucket outside of the classroom. Library books goes into white bin and zippy goes into white bin.
- Choose the best spot that works for you at the carpet.

In our classroom, I will be working hard to foster independence in the students throughout the year. Therefore, I ask that if you come to school with your child in the morning, please drop them off at the door of our classroom and allow them to come in and carry out their morning routine on their own. If you need to get my attention, please wait by the door.

### Oh Canada

- Stand quietly with hands at sides to sing "Oh Canada"
- Sit quietly and listen to morning announcements

### While Working:

- Make sure you read or listen to the directions about your work
- If you don't understand, please ask the teacher. Never be afraid to raise your hand and ask questions. I am always here to help!!

### **Recess/ Lunch Dismissal:**

- Students will be dismissed by the teacher, not the bell
- Check the area around your spot and cleanup anything that is on the floor
- Remove your shoes at the carpet and put them on top of the shelf above your hood.

### **Responding to Questions:**

- Please do not blurt out answers without raising your hand
- Be respectful when others are speaking in the classroom

### **Playground Equipment:**

- The student who takes the equipment out is responsible for returning it
- If there are issues with the equipment use, the equipment will be taken away

### **Bathroom and Water Breaks:**

- Students should use the bathroom and get a drink during recess breaks
- Students may keep a water bottle in their backpack and use it as long as it does not become a distraction
- Students are welcome to have bathroom breaks during our Brain Break times
- If a student MUST use the bathroom during class time, they should raise two fingers in the air to indicate a silent cue that they need to use the bathroom. I will nod to the student to excuse them
- Please let me know if there are any medical issues I need to be aware of regarding bathroom breaks

### **Snacks:**

- Students are invited to bring two snacks each day to school. We will have a designated snack time that will be right before the morning and afternoon recess.
- Please keep in mind that we are a nut free school. Students will also only be allowed to eat healthy snacks at this time. I will ask students to put their snack away if it is considered a treat. Part of the Manitoba curriculum is learning about healthy eating. Our little people's growing minds and bodies need good nutrition to keep active and alert!
- Please do not send juice or pop to school, water only!

### Lining Up:

- The teacher will call students to line up
- Students will line up quietly without talking
- Walk calmly and quietly in a single file, while keeping your hands to yourself. We put on finger on our lips and our hands on our hips as a reminder.

### End of the Day:

- Students will clean up the floor around their area
- Once the desk area is clean, students will take off their indoor shoes at the carpet and place them on the shelf above their hook
- Once their shoes are put away, students can get their backpacks and outerwear. They will then find a successful spot that works for them to dress and put their backpacks on their back.
- After they are ready, we will bring the students to the front door to be picked up or take them to the pit to be put on the appropriate bus.
- If students choose to be disruptive, they may be asked to sit criss-cross in a quiet spot in the classroom until they calm their body and are invited to join the line again

### Money:

- Please send all money for various activities we may have during the year sealed in exact change and a clearly labeled envelope or plastic bag.
- Scholastic book orders will only be accepted with the use of the Parent Pay program from home. No cash or cheque orders please!!

## **Behavior Management:**

- In order to keep our classroom running smoothly and successfully, I implement the "baseball rule." If a student is not following what is expected of them at any point throughout the day, they may receive strikes.
- Every strike will come with a reminder of what the student is doing improperly, then followed up with what is expected of the student at that given time.
- Once they receive three strikes, they will be asked to remove themselves from the activity and sit alone to calm their body.
- During this alone time, I will speak to the student to work out the problems they were encountering and help them to find a solution to prevent it from happening it again, as well as to help them be successful!

## **Reading at home:**

- I strongly encourage reading with your child at least 20 minutes a day. This will strongly benefit their developing literacy skills.
- We will begin a reading program in February where your child will bring home books daily to practice Kindergarten sight words and reading.

## **Library Books:**

- Throughout the year, we will visit the library weekly. Students will have an opportunity to pick out one book to borrow from our school library.
- This library book is the responsibility of your child. They are welcome to take it home and read it for the week, however they will need to return it before the next library day.
- Library days will be communicated via agendas and the classroom calendar
- If a library book is accidentally lost, it is expected that the family pay the designated amount to replace the book from our school library
- If a library book is forgotten at home on the day of a library day, unfortunately, the student will have to bring the book back and wait until the following library day to exchange for a new book

## **Flexible Seating**

This year I am trying something new and going to implement “Flexible Seating.” This means that the students will have the freedom to find comfortable spaces around the room to work. There are many possibilities of what this can look like in a classroom. Research shows that students are able to focus and do their best work when they are comfortable. Each day, multiple times a day, students will be asked to choose the spot that works best for them. This helps students to understand how they learn best and how they can make good choices to benefit their learning. Not only are students allowed to choose where they work, but also **how** they work. Students will be provided with many options to choose from. They can choose:

- lay or sit on the floor
- sit on rocking chairs
- use a pillow and a clipboard
- sit or kneel at the table
- sit on the floor at the short table
- sit/ kneel at the table
- sit on a sensory seat

### Rules

1. Choose a working spot that works best for you
2. Use each seat the proper way
3. If a spot is not working for you, move so you can be your best
4. Take care of our classroom supplies. Clean up after yourself and others.

**\* Ms. Kajati can move anyone at anytime if they chose not to follow the rules\***

As always, if you ever have any questions, comments or concerns, please feel free to contact me via Seesaw, email or a phone call.

Ms. Kajati ☺