

**Mrs. Fisher's
Procedures
Manual
2015-2016**

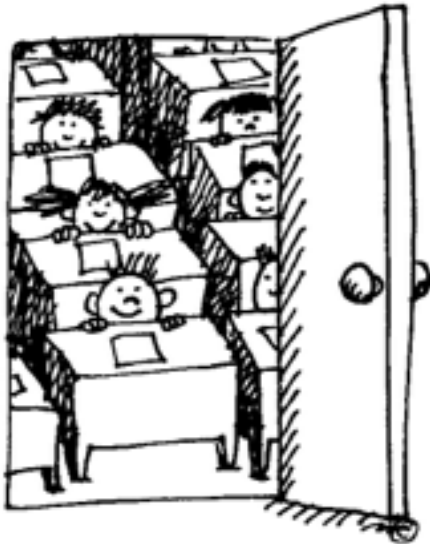


When Mrs. Fisher Steps Out

At times, Mrs. Fisher may need to step out of the room. When this happens, the Secretary will be in charge of the classroom. They will monitor the people at their own seat and report any misconduct directly to Mrs. Fisher.

THERE WILL BE NO TALKING WHILE MRS. FISHER IS OUT OF THE ROOM!

As a general rule, you should continue working on your assignment until Mrs. Fisher returns. Anyone who is not following this set of rules and procedures will face specific consequences.



Turning in Papers



There are two separate places to turn in papers for grading. the FINISHED BIN and the TEACHER. Below is an explanation of what materials go into each container.

FINISHED BIN: This is where ALL assignments, loose leaf papers, and projects get turned in. If there is ever a question about where to turn in a paper put it in the finished bin.

5A = red bin

5B = blue bin

5C - yellow bin

TEACHER BIN: Each morning, when you walk into the classroom, you will place any notes, money, field trip forms, absent notes, etc. into this bin. If it needs to be seen by me or given to someone else, it goes in this bin.

Asking a question

When you have a question, or wish to gain Mrs. Fisher's attention, you should raise your hand and wait to be acknowledged. Please do not shout out, stand up in your seat, wave your hand wildly, call the teacher's name or do anything other than raise your hand to gain her attention.

Please do not call Mrs. Fisher "teacher". That is not her name. Her name is "Mrs. Fisher". She will address you by your name and expects the same to be done for her.

Remember: *There are no silly questions. The only question that is silly is the question that is not asked. So if you have any questions about procedures, classroom activities, or about what we are learning, do not hesitate to ask!*



Keeping your desk Neat

This desk does not belong to only you because there are other students who need to sit here. The only items in your desk should be your whiteboard, laptop, folder, and pencil box. If you wish to leave at the end of the day, your desk be COMPLETELY EMPTY of your belongings.

Coming to Attention

When your attention is needed, Mrs. Fisher will ask for your attention and give you 5 seconds to comply. She will say, "Bring it back in..." and begin the countdown. When you hear this, the following things will happen:

- 5: Eyes on speaker
- 4: Quiet Down
- 3: Be still
- 2: Hand on your Head (put things down)
- 1: Listen
- 0: Silence

When you finish going through these steps in your head, you will be looking at Mrs. Fisher with your hands folded. If you happen to be away from your desk (ie: walking around the classroom) you should freeze where you are, do not run to get back to your seat.

Refilling on water

There are 3 times during the day that you may go to refill on water: before school, during lunch/Power Hours, and during our restroom breaks. Bringing a water bottle is very important and a responsibility of yours. Please do not ask to refill your water during instruction.

Going to the Bathroom

There are 3 times during the day that you may go to the bathroom: before school, during lunch/Power Hour, and our restroom breaks. Do not ask Mrs. Fisher to go to the bathroom at any other point during the day. The answer will ALWAYS be \$5 fee.

Emergencies will be taken into consideration on a individual basis

If you wish to refill on water or go to the bathroom at an unspecified time, or when we are away from the classroom, you must ask in the correct and polite manner. You must say "May I please go to the bathroom?" or "May I please refill on water?"

Walking in Line

When you walk in line, you must stand in a single file (one person BEHIND the other) with your hands holding your belongs or behind your back. You should always be facing forward and should never bump into the person in front of you. You may not talk in line. Number one will always lead the line to our designated stopping points. Number twenty-four will always hold the door and close it once everyone is through the door.

You will be standing in your LINE ORDER (number order). At no time should you get out of line, out of number order, or begin to talk.

When the phone rings or makes an announcement

When the classroom phone rings or begins making an announcement, you should immediately become silent. You should continue the work you were doing so that Mrs. Fisher can concentrate on the phone call. If you were not doing an individual assignment at the time, you should take out a silent reading book and begin to read.

When the phone call or announcement is complete, instruction will immediately resume.

Sharpening a Pencil

There is only ONE time during the day when Mrs. Fisher will sharpen all pencils - no students will use the sharpener - during the morning work time. You also must say, "Mrs. Fisher will you please sharpen my pencils?"

NO EXCEPTIONS!

If your pencil breaks or becomes dull, you may walk over to the side of the classroom and sharpen that one pencil using the hand sharpener that is located in YOUR box.

MAKE SURE MRS. FISHER OR ANY OTHER ADULT IS NOT IN THE MIDDLE OF INSTRUCTION.

No pencil shavings should be left on the classroom floor. If your sharpener spills - you should pick up the shavings immediately.

*** You should have 4 to 6 sharpened pencils in your box at all times. This way, should a pencil break at a time when you are unable to sharpen your pencil, you will have something to write with***

Cleaning the Classroom

At the end of the day there will time to pack up and complete your classroom job. Keep in mind that this is not just your classroom, but it is shared by other students. However, at the end of the day, we will be cleaning our room.

In addition to cleaning your desk, you must also complete your classroom job. This includes keeping your desk empty, because this is not your desk!

You will have the following amount of time to clean:

5 minutes to complete your classroom job

2 minutes to clean your desk, stack your chair, and wipe it off with a Clorox wipe you have shared with someone at your table.



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When Mrs. Fisher is speaking to an adult

When Mrs. Fisher is speaking to an adult you should remain silent, continuing your work. If we were not in the middle of doing something at the time, you should take out a silent reading book and begin reading.

AT NO TIME SHOULD YOU BEGIN TALKING!!!

There are several reasons for this:

1. It is distracting for both adults.
2. It is rude.
3. It makes it very difficult to concentrate on what is being discussed.



Returning Student Work

Each week, you will be assigned various tasks, projects, classwork, and homework. All of this work will be collected, checked off, and graded. Those assignments that are to be returned will be placed in the OUTBOX drawer throughout the week. Each afternoon the work will be passed back by the Distributors during our classroom job time.

The Distributors will silently walk around the classroom and place the paper neatly on the desk of the person it belongs to. If the paper has no name, they will place it in the NO NAME bin for you to find.

Once all papers are passed back the Distributors will return to their work. If they are not finished after a certain amount of time, they will return the remaining papers to the OUTBOX drawer and return them the following day.

Tests and quizzes will only be returned after all students have completed them.



Entering the classroom

There are three main times when you will enter this classroom --- In the morning, after lunch/recess, and after restroom breaks. As a general rule, you should enter the classroom without talking and immediately go to your seat. There will be different work to do once you get to your seat, depending upon what time of day it is.

A) Morning

- Place any notes in the TEACHER BIN
- Place your book bag inside of our cubby
- Walk to your seat
- Begin your morning work

B) After Power Hour

- Walk in silently
- Go to your seat silently and wait for instructions

C) After Restroom breaks

- Walk in silently
- Go to your seat
- Sit silently and wait for instructions

Homework

Homework will be assigned every week, Monday through Thursday. Each morning when you walk in, you will be responsible for writing all assignments and reminders on the top of your homework.

All Homework is due on Friday, no exceptions! Every Friday you will take a quiz that reflects what you did for homework that week. The quiz will be your grade; you will earn money for completing the weekly homework.

Your homework must be signed by a parent!

If it is not signed you will only be able to earn an 85% on Friday's quiz.

We will go over homework at the beginning of class each Monday - Thursday and will take a quiz on Friday.

Each afternoon, after completing your classroom job, or during Power Hour you will be allotted time to complete homework from any class. If you have completed all of your homework you may read a book of your choice.

Leaving the Classroom

To leave the classroom, you must clean your entire desk area, sit quietly with your head down, and wait to be dismissed by table. The cleanest and quietest table will be dismissed first.

There are 5 main times you will be dismissed from the classroom: to go to lunch/recess, to go to the next class, to go to Essentials, to go to Power Hour activities, or to a special activity/drill.

When your table is lined up, you must SILENTLY follow your table to the line-up area and take your place in line. Be polite by leaving gaps in the line where other students will need to stand (think - one square tile for each student). If someone is in your way, you must say "Excuse me," and they should move forward or back to allow you in. You will always stand in the same place in line.



Attending an assembly

When our school asks us to attend an assembly we will almost always go. We will always be on time and take a restroom break before attending. Once we are called we will walk silently down the hall to the location of the assembly.

When we are told where to sit, we will file in, staying in line order, and take our seats. If you are sitting on the floor you will sit on your bottom, with your legs crossed, and your hands folded in your lap. You will sit quietly in your spot until the assembly begins and until it is finished.

THERE WILL BE NO RESTROOM OR WATER BREAKS DURING THE ASSEMBLY!

While you are sitting you may laugh, clap, and raise your hand to participate. However, all of these things should be done politely and with respect.

“Just because someone else is doing it does not mean you should!”

Once the assembly is complete you will wait to hear “Mrs. Fisher’s 5th Grade class” before standing up. We will then return to our classroom and resume instruction immediately.

Dismissal

At the end of the day you will have your Essential’s class and will need to pack everything up and take it with you to Essentials. The following procedures will happen in order before you will be able to go home.

1. Pack-up
2. Classroom Job
3. Leaving the Classroom

The cleanest and quietest table will be dismissed first to go get their belongings and pack up at their seat. Leave your chair for the Chair Stackers.

After you have packed up and completed your classroom job, sit quietly on or under your desk working on homework.

When a Visitor Enters

Sometimes we will have visitors come into the classroom to drop something off, talk with Mrs. Fisher, or speak with everyone. When this happens you will follow the procedures for “When Mrs. Fisher is Speaking to an Adult”. You will not get up to give hugs or shout “Hi!”.

If the visitor is your parent you are the ONLY student allowed up out of your seat.

Moving Around the Classroom

Some assignments and work will require you to work around the room and be out of your seat. When you need to do this, there are several things you must remember:

1. Your chair should always be pushed in if you are not in it.
2. If you need to get through and someone is in your way, you must say “Excuse me” politely and loud enough for them to hear you. If you hear someone say “Excuse Me” you should immediately move to the side or step out of their way.
3. You should always walk. There will be absolutely no running in the classroom at any time.
4. If you are moving to a new work area you should take everything with you (pencil box, work papers, book, etc.) You will not be allowed to return to your desk once work time begins.
5. Pay attention to where you are walking. There will be laptop charging cords plugged in and if you trip over one, it could cause a laptop to break.

Working with a partner

When you are working with a partner it is an opportunity for you to help each other complete an assignment. One student should not just be giving answers to the other.

Remember the following acronym when working with your partner so that you can both benefit from this opportunity.

- P- Participate Actively
- A- Ask Questions
- R- Respect others’ thoughts
- T- Take turns
- N- Never give up
- E- Explain your answers
- R- Respect others’ answers
- S- Stay with your partner



Mrs. Fisher should never hear or see on your face that you do not want to work with a particular person, this will be an automatic parent phone call you will make. It is important to work with new people and share ideas.

When Mrs. Fisher is Not There

There will be days when you are not at school because of doctor's appointments or when you are sick. Mrs. Fisher has the same needs you do, and sometimes might not be there for a whole or half day of school.

When this happens, there will be another teacher in my place. This teacher will know already now about our procedures, schedule, and rules. This teacher will simply be "Mrs. Fisher for the day".

THE CLASSROOM ECONOMY WILL BE INACTIVE
WHEN MRS FISHER IS NOT THERE.

You are expected to treat that teacher with the same respect you give me and be on your very best behavior!

IF YOU GET IN TROUBLE WHEN MRS FISHER IS
GONE, THE CONSEQUENCE WILL BE DOUBLED!!

When Mrs. Fisher returns she will read the substitute report and award money and fines to particular students based on the report.

Classroom Jobs

Each month, students will be asked to share in the responsibility of running the classroom smoothly. Below is a list of all of the available jobs, as well as a descriptions of their duties.

Green Team Leader:

Takes care of classroom recycling bin, makes sure bins are organized outside, and cleans Green Team area.

Distributor:

Passes back graded work in our classroom, passes out assignments and other class materials.

File Clerk

Takes graded papers to other classrooms.

Banker:

Responsible for collecting and distributing all classroom money. Oversees all monetary transactions and collects wallets.

Office Messenger:

Runs errands for teacher, files papers, and completes random jobs for the teacher.

Table Leader:

Collect and turn in papers from the table, makes sure table members are on task, and checks supply bin on the table.

Waste Management:

Sweeps the floor, takes care of classroom trash, replaces the trash bag, and empties the teacher's trash.

Room Equipment Manager:

Cleans up classroom materials and puts them away.

News Anchor:

Change the date on the board and gives the teacher a daily weather report.

Board Technician:

Erases the board clean at the end of the day, removes all magnets, and uses Expo cleaner on Fridays.

Classroom Manager

In charge of checking off students when they complete their classroom job.

Desk Cleaner

In charge of wiping tables and desks with 4 clorox wipes.

Technology Coordinator

In charge of collecting all laptops and plugging them in for the night to charge

Electrician:

Turns all lamps and lights off when we leave the room and at the end of the day.

Librarian:

Keeps the library clean, organizes book in correct location according to color or number, and rearranges furniture at the end of the day.

Lost & Found

Takes all leftover items to the lost and found.

Dispatcher

Holds the walkie talkie at the end of the day to help dismiss students.

Substitute

Fills in for absent students.

Chair Stackers

Stacks all chairs at the end of the day. Makes 6 stacks of 4 chairs.



Working in a Group

There will be times when you are asked to work with your table or another group of students in this classroom. You will need to refer to this acronym to help you remember what is important when working with a group:

G - Give thoughtful Feedback

R - Respect Others

O - On task, ALL the time

U - Use soft voices

P - Participate Actively

S - Stay with your Group

Learning to work in a group is an essential life skill and will be required in this classroom. You will not have the option to work alone during this time.

Also, remember that one person should not be doing all of the work. Each person should have a job and be working on it for the benefit of the entire group!

Lunch

Here at CIS we do not have a cafeteria, so we will be eating in one of two places:

1. Our Classroom at our Desks

If we eat here, you will sit at your own seat to eat your lunch, until it is over. You should not get up for any reason - even throwing away trash. Your chair should be pulled into your desk and you should be eating over your desk, not turned around.

You should be chewing with your mouth closed and not talking with food in your mouth. This is rude and disgusting for everyone around you.

At the end of lunch you will be able to throw away your trash in the trash can, recycling, and or compost bin. We will then clean our desks with Clorox Wipes and continue our work.

2. Outside in the Courtyard

If we eat here, you will sit on the sidewalk or in the grass, whichever one Mrs. Fisher decides. You will stay seated the entire time, in the spot you chose when we arrived.

For both locations you should be using your very best manners. If you make a mess or spill something it is your responsibility to clean it up - take care of your school!

When you are absent

There will be days when you cannot come to school. When this happens you will be responsible for making up the work. You have one day, for every day you are absent, to make up the work.

To find the work you missed you will need to First need Mrs. Fisher for the “We Missed You Folder” containing worksheets that were handed out while you were gone. Second, you will need to check with the Secretary during Morning Work time to see if there were any notes we took in class. If so, you need to copy those down.

Finally, you will come see Mrs. Fisher and make sure you have been given the proper paper, notes, and information.

Birthdays

If you would like to celebrate your birthday at school, please remember the following things when celebrating your birthday at school:

1. You may bring store-bought and peanut-free treats for ONLY our homeroom (24 students), to share at the end of our lunch period.
2. You **MAY NOT** hand out any invitations to any party you are having unless **EVERYONE** in the class is invited.

Fast Finishers

Sometimes you will finish any assignment before other students in the class and still have work time left over. If this happens you **MAY** chose an option that is posted under the “I’m Done” section. Options might include:

- read a book
- math games with a partner
- add color to your math notebook
- task cards
- play NOGGLE
- study for an upcoming test
- math website game
- Front Row Ed
-

You **MAY NOT** do the following things:

1. Write a note to a friend.
2. Play a non-math related game on your computer.
3. Talk to a friend who is finished or still working.
4. Put your head down and rest.
5. Wander around the classroom or loiter at the bookshelf.



Switching Classes

As middle schoolers you will be moving from one classroom to another. In each classroom you will learn a particular subject with a different teacher.

When switching classroom you will do the following:

1. Gather all of your belongings and line up in line order.
2. Stand quietly in line until you are dismissed.
3. You will walk quickly and quietly to your next class, WITHOUT stopping for water or the restroom.
4. Walk immediately into your classroom and greet Mrs. Fisher as you enter with "Good Morning".

NEVER go into a classroom without a teacher. it will result in a \$10 fine per person.

Once inside your classroom, you will be given time to use the restroom and or get a drink of water. Keep in mind Mrs. Fisher charges the following fees if we are not taking a class-wide break.:

\$2 - water fountain
\$1 water bottle fill-up
\$5 restroom break

We will rotate like this from Prybula to Fisher to Clanton, then repeat.

Recess

Each Friday you will have the opportunity to purchase a ticket to recess for \$30. This will earn you 30 minutes of recess either indoors or outside depending on the weather.

During indoor recess, you will remain in your seat, at your desk, until you earn the privilege to sit elsewhere - asking Mrs. Fisher if this can happen will make her think you are not ready!

If recess is inside, you may play a board game, draw, read, or rest during this time. You may not play computer games, bring in trading cards, or other items from home.

During recess time, if there is fighting, bullying, and aggressive behavior, you will be suspended from recess for a week and wont be able to buy a ticket the following week.

If you do not want to go to recess or do not have the money, you will participate in a silent study hall. During this time you will read, work on homework, study for a test, or complete other work. You may not sit and rest.

