

## Mrs. Englert's Rules and Routines

- Seating: Desks will be assigned beginning in August. Students will be placed within "teams" for a four to six-week period.
- Procedure and behavior for entering classroom: DO NOT GO TO CUBBY, GO TO CLASSROOM FIRST: Put items away in your desk (empty book bag). Place any homework in the correct homework turn in tray, tell Mrs. Englert what you are doing for lunch (buying or packing), and put book bag in the hall on the hook. Sharpen 2 pencils and complete morning work on desk. Students may visit at seats or read a book of choice once morning work is completed.
- Leaving the classroom: Leave only when teacher knows where you are going & with permission.
- Heading of paper: Write everything on a line.  
Name & Class #:  
Date:  
Subject:
- Turing in papers: Each set of desks has a captain on each team who will collect papers. If it is a test, turn in directly to black turn-in tray on Mrs. Englert's desk.
- Drinking water: You may bring a labeled water bottle to class for August, September and May. The bottle must be taken home each evening to be cleaned.
- Going to the restroom: Go with the class. At other times raise your hand and ask for permission.
- Sharpening pencils: Always sharpen 2 each morning.
- Taking care of books: Never write in our books. You may choose to cover your school books and this is highly recommended.
- Homework: To be done nightly or when assigned. A notice will be sent home for late assignments. **I strongly encourage purchasing an assignment book from Ms. Livengood in the office to write homework down each night.** Homework is due back the next day unless a specific date in the future is given. If a child does not return their homework they will need to do it at recess; even if they say it is completed at home and was forgotten. Once the assignment is complete the student may head out to recess.
- Handwriting: Always write neatly. We will begin the year writing in manuscript, but will progress into writing in cursive by November/December.
- Tests: We test over Spelling words with a pretest prior to the real test; if you pass the pretest you do not have to take the Friday test, we have a reading story test each week, grammar and religion quizzes weekly, and science/math/social studies tests are scheduled in advance and are not on a regular schedule. Study guides will be provided for most subjects for most tests/quizzes.
- Trash: Put it in the wastebasket. Take pride in what our classroom looks like. It is OUR responsibility to keep it clean, not mine alone! 😊
- Asking questions: ALWAYS RAISE YOUR HAND!!
- When can I talk? Before class begins, during cleanup/transition times, lunch, and recess. NEVER DURING TEACHING TIME (unless you were called upon, after raising your hand), NEVER DURING A TEST OR QUIZ; this can result in a loss of points or a zero grade after a verbal warning.

- Neatness: Always do your best and take your time. Always keep your desk neat. Always make sure your book bag, gym bag, and coat are hung up correctly in the hallway. Take pride in your personal appearance too. Wash your hands, tuck shirts in, and keep your uniforms & hair tidy.
- Jobs: You are assigned a new job each week. Many jobs are done at the end of the day. Make sure you write down home-work and pack up your book bag **before doing your job.**
- Respect: ALL PARENTS, ALL TEACHERS, PLAYGROUND MOMS AND DADS, CAFETERIA WORKERS, AND CLASSMATES. Also respect other people's belongings; including mine.
- Behavior: In our class we function as a family. We respect one another, we behave appropriately in Mass, assembly's, field trips, etc., and we take into consideration other people's feelings. We boost one another up and do not tear each other down with unkind words. I have a discipline chart of green=great day, yellow=warning for inappropriate classroom/school behavior, and red=letter or call home dependent upon the situation and recess time standing on the fence or writing for me at recess.
- Graded papers: These will be sent home weekly, usually on a Monday. I do not do a graded papers folder, so as papers are graded, they are filed in mailboxes by students since this is one of our student jobs. Until we get used to new names a few papers may make their way home with the wrong student. Please return these the next school day and we will make sure you get the correct paper.
- Leaving school early and pickup: I have to legally have written documentation of when a child is leaving my classroom early for an appointment or other reason. Please send this in with your child in the morning so I can forward it to the office. When students will be doing a different end of the day routine of riding the bus or pickup I have to have a written note from a parent, unless the parent calls into the office to Ms. Livengood. Important notice: **IF YOUR CHILD IS ARRIVING LATE, YOU HAVE TO SIGN THEM INTO THE OFFICE.** The warning bell rings at 8:50am; if your child arrives after 9am they have to be signed in. With morning work and other announcements for the day, please try to have your child to school in time to complete their work. Students are permitted into the classrooms at 8:30am.
- Gym: We change clothes and tennis shoes for gym. Please send a change of clothes in a separate gym bag (without wheels) on gym days. Each day your child forgets clothes and does not dress negatively impacts their gym grade. These clothes are worn twice in the week and have to go home every week to be laundered.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you and I am looking forward to an awesome school year!

Mrs. Englert

**PLEASE SIGN BELOW STATING THAT YOU HAVE READ THE ABOVE INFORMATION.**

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Parent Signature

Date