

**Mr. Scariati's Classroom Policies and Procedures**  
**2011-2012**  
**"Striving for Academic Excellence"**

Classroom policies and procedures are statements of student expectations necessary to participate successfully in classroom activities, to learn and to function effectively in a school environment. Not only do procedures prevent wasted time and increase on-task time, they provide a comfort zone for students.

**Lining Up as a Class to Enter the Classroom**

- Please stand directly behind the person in front of you with your arms at your sides, facing forward, and voices quiet.
- Please enter the classroom silently so we don't disturb other students who are working.

**Entering the Classroom at the Beginning of the Day**

- Please enter the classroom silently.
- Please empty needed supplies/assignments from backpack and place backpack on the back of your chair.
- Place outer garments on back of chair.
- Place all homework on the corner of your desk.
- Get school supplies ready, and make sure you have 2 sharpened pencils.
- Have all folders/notebooks marked and ready to use.
- D.O.L. for that day.

**Morning Announcements**

- Please stand and recite the Pledge of Allegiance, School Affirmation, School Song, Success of Students, Multiplication songs, and States.
- After morning announcements, please sit quietly and resume working on morning assignments.

How to Get the Teacher's Attention

*Use the following amount of fingers to obtain Mr. Scariati's attention.*

- Show index finger to say "I need a pencil/pen."
- Show 2 fingers to say "I need a tissue."
- Show 3 fingers to say "I need to use the restroom."
- Show 4 fingers to say "I need to go the nurse."
- Show 5 fingers to say "I need to speak" **or** "I need help."

*Mr. Scariati will give you the following signs in reply.*

- If the teacher gives you a "thumbs up," the answer is yes.
- If the teacher gives you a "thumbs down," it means to go back to work.
- If the teacher gives you an index finger, it means to wait.

**Pencils**

- Please always have 2 sharpened pencils when you arrive at school. **NO MECHANICAL PENCILS**
- After morning announcements, you may sharpen your pencil(s) promptly at the beginning of the day when instructed to do so.

- If your pencil breaks, you may borrow one from Mr. Scariati or a classmate. Please return the pencil to Mr. Scariati or your classmate at the end of the school day.
- Please do not talk to other students while sharpening your pencil(s).

### **Erasers**

- Please always have 2 erasers when you arrive at school.
- If you need an eraser, you may borrow one from Mr. Scariati or a classmate. Please return the eraser to Mr. Scariati or your classmate at the end of the school day.
- Please keep your work area clean.

### **Pens**

- Unless otherwise instructed, students may use pens in every subject **EXCEPT MATH**.
- If you need a pen, you may ask Mr. Scariati for a pen or borrow one from a classmate. Please return the pen to Mr. Scariati or your classmate at the end of the school day.
- Please use only a black or blue pen to correct papers.
- All other colors are acceptable as long as they are legible to Mr. Scariati.

### **Restroom/Drink Break - Individual**

- Each student will be allowed 2 individual restroom/drink breaks each day.
- Please raise 3 fingers and wait for Mr. Scariati's response.
- Write your name, date, time, and destination on sign-out sheet.
- Take appropriate pass.
- Walk in hallway to designated restroom (boys or girls).
- Respect others by being quiet at all times, allowing everyone to learn.
- Return pass in its proper location.
- Write the time you returned on sign-out sheet.
- Return to your seat quietly.

### **Restroom/Drink Break - Class**

- The class will take 2 restroom/drink breaks each day (morning and afternoon).
- Line up silently and wait for instructions.
- **NO TALKING** Walk in hallway to designated restroom (boys or girls). Bring something to study or read while waiting for your turn for restroom.
- The class will have 5 minutes to complete the restroom break.
- If completed in 5 minutes, the class earns 5 extra minutes of recess time.
- If not completed in minutes, the class loses 5 extra minutes of recess time.
- Respect others by being quiet at all times, allowing everyone to learn.
- Return to your seat quietly.

### **Tardies**

- If arriving to school after 8:10 a.m., please stop by the office and get a tardy pass.
- Place tardy pass in Mr. Scariati's hand and quietly follow "entering the class" procedures.
- If Mr. Scariati is providing direct instruction, please wait to sharpen pencils after instruction is complete.
- Ask a fellow classmate at your table or raise your hand for specific directions if individual work time is taking place.
- Please see the Unexcused Absence Policy in your 2010-2011 Parent/Student Handbook. P. 22-24

### **What to do when you have a Question?**

- During direct instruction time, raise hand and wait to be called on.

- You may also write your question on an index card and hand it to Mr. Scariati for an oral response.
- The only wrong question is the one that isn't asked. *Please ask questions when needed!*

**What do I do when I finish my work early?**

- Please work on unfinished classwork.
- Work on projects.
- Read quietly.
- Respect others by being quiet at all times, allowing everyone to learn.

**Turning in Papers**

- Please make sure your paper is headed appropriately (first name, last name, date, subject matter)
- Pass papers quietly to the paper collector at your table.
- The Secretary will then put papers in order.

**Correcting Papers**

- Mr. Scariati will distribute papers to be corrected.
- Please only use a black or blue pen.
- Only mark an example that is wrong.
- Do not mark an example that is correct. Leave all correct answers alone.
- Respect the privacy of the student whose paper you have.
- Follow procedure for handing in papers.

**Going to the Front Office**

- Write your name, date, time, and destination on sign-out sheet.
- Take appropriate pass.
- Respect others by being quiet at all times, allowing everyone to learn.
- Return passes in its proper location.
- Write the time you returned on sign-out sheet.
- Return to your seat quietly.

**After School Program**

- After School Program Starts @ 4:00.
- If Parent or Guardian has not arrived you will be going to a holding room until they arrive.

**Homework (aka Home Learning)**

- Homework will be assigned every school night (except Friday).
- Homework is not a punishment. Homework is for extra practice and to reinforce important skills/concepts introduced in class.
- Homework should be completed within 30 minutes, plus an additional 20-30 minutes for independent reading. You are expected to complete a home reading log each week.
- Homework will not be assigned on weekends/holidays, unless it is a special project, where those times may be needed for preparation.
- Mr. Scariati expects homework to be completed and turned in the next school day on time. If homework is not completed and turned in on time, you will be asked to change your card to YELLOW (refer to Stoplight Classroom Management Plan).
- Homework should be kept in the Parent/Home Study Folder until turned in.

**How to be a Student**

- A student sits in his/her seat, with the desk and chair legs all on floor.



- A student does not speak unless your hand is raised and Mr. Scariati calls on you.
- A student leans forward in chair with back, no slouching, in an upright position, ear to shoulder, back against back of chair. This is so the teacher can walk around the room to assist other students, room is small.
- Do not argue with teacher.
- Do not scream out Yeah, Aww, for any reason.

**When a Person Enters the Classroom**

- Please continue to work quietly.
- Read a book.
- Stay in your seat.
- Respect the learning of others by waiting quietly.

**When you are Absent**

- You will be responsible for the work missed.
- If you have difficulty completing an assignment, please ask Ms. Scariati or a classmate for help.

**Leaving the Classroom at the End of the Day**

- Mr. Scariati will dismiss students when Parent/Gaurdian comes to room at the end of the school day at 3:40 p.m.
- Gather all textbooks/supplies needed for homework.
- Clean area around your desk and floor.
- Pack things at your desk and sit quietly.
- When instructed to, put chair on top of desk.

**Fire Drills**

- Follow procedures set up for drills, which means waiting for directions from school administration and Mr. Scariati.
- During a fire drill, there should be **absolutely no talking and no running.**
- Line up quickly and walk to designated exit when instructed to.

- The last person in line (caboose) needs to close the door and turn off the light.

### **Study Island**

This year Nevada has adopted the "Common Core Standards." What is Common Core Standards? In simple terms, what we are learning here in NV they are doing the same thing all around the world at the same time, except for Alaska and Hawaii. The school has purchased a CRT Preparation Program called "Study Island". Last school year, the 3<sup>rd</sup> grade piloted this program to increase state test scores. It is proven that the students that used this on their own time raised their scores. We will be doing this in school, a weekly email will be sent to you, so you know how your child is doing for the state test.

### **Electronics**

Please leave all electronics home, ie: cell phones, IPOD's etc. If you need to get in touch with your child, call the school and they will send me the message. I keep my cell phone off during school hours. I check my email and phone messages at lunch and prep times only.

### **Absences**

If you know your child is going to be absent, please email me or text me in the morning. I will still email HW home, so your child doesn't fall behind. If you have a prearranged absence, please give me 1 week notice, so I could prepare work. There is a lot to cover for the state test.

### **Classroom Visits**

If you want to come and watch your child, please give me advance notice. The room is small, so I can get a chair, or you will sit in my chair. If you want to volunteer please let me know also.

### **Birthdays**

Do to the fact that we have a lot of information to cover in a short period of time; there will be NO BIRTHDAY celebrations. We will sing Happy Birthday in class, and also at lunch time. If you want to bring cupcakes at lunch time, that is ok with me, we just have to give the front office 4 days prior notice.

### **Holiday Celebrations**

According to the school calendar, there are days that we are allowed to have celebrations Halloween, Thanksgiving and Valentine's Day. These days food is aloud in classroom, once again room is small; if possible please bring it in afternoon.

### **Food/Water**

There is absolutely no food to be eaten in the classroom, or taken out from the cafeteria. We live in the desert so only water is allowed in the classroom.

**Stoplight Classroom Management Plan**

The Stoplight Classroom Management Plan will foster a safe and positive classroom environment by allowing each student to develop self-discipline and good work habits. However, it is important that parents/guardians understand the management plan and support the necessary consequences for his/her child’s inappropriate and unacceptable classroom behavior.

Behavior Expectations/Classroom Rules:

1. Always do your best!
  2. Listen quietly while others are speaking.
  3. Follow directions the first time given.
  4. Be polite, courteous, and respectful to all teachers and classmates.
  5. Respect personal space, rights, and property of others.
  6. Complete all homework and turn it in on time.
  7. DO NOT TOUCH ANYTHING ON TEACHERS DESK
  8. Just be a cooperative student.
- ★ There is a display in the classroom containing each student’s name on a pocket.
  - ★ Each pocket holds 4 colored cards: green, yellow, red, and blue.
  - ★ Each student begins the day with a green card.
  - ★ If a student breaks a class rule, then their card changes to yellow.
  - ★ If a class rule is broken again (on the same day), then their yellow card is changed to red.
  - ★ Any other violation of the class rules on that day will result in a blue card.
  - ★ Once a student’s card is changed, it will remain until the end of the school day. The student will begin the following day with a green card.

Card Changes:

Card Color	Consequences	Percentage	Grade
GREEN Card	Go! Behavior is good. Keep it up!	95%	A
YELLOW Card	Caution! Student is reminded to focus on good choices.	85%	B
RED Card	Stop! Student is reminded to immediately look at his/her behavior and to make better choices.	75%	C
BLUE Card	Call Home/Conference! Student has earned a call home and a possible parent-teacher conference. Written documentation will be placed in student’s file.	65%	D

NOTE: Any student earning 1 YELLOW card, 1 RED card, or 1 BLUE card on the same day will lose the privilege of lunchtime recess.

**How to Reach Mr. Scariati**

It is easiest to reach me via my e-mail address at [albert.scariati@iicsn.org](mailto:albert.scariati@iicsn.org). When leaving a voicemail message, please state your name, your child’s name, reason for your call, and a callback number. I will return the call within 24 hours. If you send a written note with your child that requires a response, I will respond in writing within 24-48 hours. ONLY TURN IN THIS PAPER, KEEP THE REST IN A SAFE PLACE.

**Please sign and return to store for the school year.**

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**Student Signature**

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**Parent Signature(s)**

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**Date**

**Now, Let’s Have a Great Year!**