

*Mrs.
Halvorson's
2nd Grade Class*

Procedure Handbook Classroom
Reference Guide

Hello! Welcome to 2nd grade in Mrs. Halvorson's class! We are going to have so much fun this year learning new things, getting better at being organized, and making new friends. There are a few things we all have to do in order to make our classroom run smoothly.

Please take a moment to glance through my classroom procedures. If at any time, we need to check and see how something is done, we can look back in the book to make sure we are following the procedures.

When students forget procedures, I will ask them to look back in the manual to find out what they should be doing.

I know we are going to have a fantastic year! 😊

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Start of the day

1. Greet Mrs. Halvorson in the hallway. You can choose to give Mrs. Halvorson a hug, handshake, hi-five, or hello.
2. Hang up your backpack and coat in your assigned locker. Your locker **MUST** be fully shut and stay shut before you are invited into the classroom. In the winter, your boots can be lined up, heel against the lockers, on the floor.
3. If you brought a cold lunch, place it in the blue lunch bucket.
4. Turn in your homework and any notes for the teacher to the black basket above the mailboxes.
5. Place your empty Home and Back Folder in your mailbox.
6. Put your name tag on.
7. Make a lunch choice.
8. Sharpen 2 pencils.
9. Trade books.
10. Fill your water bottle.
11. Read the white board for your morning work assignment and get started!

Pencil Sharpening

1. Sharpen 2 pencils in the morning.
2. If your lead breaks during the day and you do not have another pencil, you may borrow one from the yellow cup and place your broken pencil into the blue cup.
3. You may not sharpen using the electric sharpener at any time other than at the beginning of the day.

Morning Work

1. This is a Level 3 voice working time. The room should be quiet.
2. Read the white board for your morning work assignment.
3. Be sure to read ALL of the directions and do your best work.
4. Place your finished work in the done basket unless your teacher gives you different directions.
5. NEVER turn in work that is not done!
6. If you finish early, READ.
7. If you do not finish, place your assignment into your yellow Finish Work Folder and try to complete it during quiet time.

Morning Meeting

1. After we have completed our Morning Work, we will all move to our meeting area to begin Morning Meeting.
2. Morning Meeting is an important way for us to learn and have fun together. In order to make this possible, you **MUST** follow the rules for Morning Meeting.
3. There are 3 parts to our meetings. We say good morning to each other, do an activity, and participate in news and announcements.
4. We have a positive attitude.
5. We listen to each other. This means we do not talk when our friends are talking. We do not talk when Mrs. Halvorson is talking.
6. We participate! This means listening, participating in activities, and responding to questions.
7. We are all friends. We'll sit in our same spot everyday.
8. When Morning Meeting is over, you are responsible to move to your seat quickly and quietly so we can begin our next activity.

Bathroom/Drinks

1. In our room we use a bathroom code. It is a silent code using your hand. Just hold up your pointer finger and I will know what you need. Please do not ask aloud to use the restroom. If it is a good time for you to go, I will show you the yes code. If it is not a good time to go, I will show you the no code.
2. You are free to use the bathroom as long as Mrs. Halvorson is not giving direct instruction. This means, during a lesson you need to wait until Mrs. Halvorson is done giving directions or talking to get out of your seat.
3. If you have an EMERGENCY and need to use the bathroom right away, **JUST GO!!** Even if I say no, you may still go. If this becomes a problem, we will have a conversation to solve it.
4. You will need to get the Bathroom Pass. If the pass is gone, you will need to wait until it returns. Only one student at a time may use the restroom during class time.
5. When you are done, wash your hands and put the pass back.
6. You may not use the restroom for a drink of water. We only use our water bottles for this. As long as no one else is by the sink, you may get a drink by simply using your fingers to make a "d" at Mrs. Halvorson and waiting for a response. Your water bottle stays by the sink.
7. During quiet time you may have your water bottle with you in your quiet time spot. You do not need to ask to do this.]

Asking a question

1. Raise your hand, quietly. When we call out, no one can hear what anyone else is saying!
2. If I see your hand, I know you have a question and I will give you time to ask. You do not need to wave your hand in the air or make noises. This is distracting to me and to other students.
3. Mrs. Halvorson will let you know when it is a calling out time and when it is a raise your hand time. Please listen to find out what "time" it is!

When another student is talking

1. We all want to be respected and heard. This is why, when another student is talking to the class during a lesson, we all will look at this student and listen to them. Everyone has such great ideas and it is important that we hear everyone!
2. We do not play in our desks when others are talking. We do not talk to our neighbors when others are talking. We are a community of students who know how to make responsible and respectful choices that we can be proud of!

Exiting the classroom

1. When it is time to leave the room, Mrs. Halvorson will ask you to line up. Please do not line up until you're invited to do so. This is true even of the line leader. Problems lining up will result in us having to line up and practice during the beginning of our recess.
2. We wait in line quietly. Mrs. Halvorson will start our hallway poem and when everyone is ready to walk in the halls, we will leave the room.
3. The light helper should turn out the lights.

Entering the classroom

1. We enter our classroom quietly. Please come in and go to your seat. Mrs. Halvorson will give you instructions when everyone is seated.
2. This is an excellent time to earn checkers towards our Cloud 9 Party.

Walking down the hall

1. Other students are learning, and we do not have the right to take that away from them. We walk down the hall quietly.
2. We are responsible students, who respect the rights of students who are learning.
3. We walk on the right hand side of the hallway and stay on the silver line, one student directly behind the other.
4. There is a line leader. The line leader will always walk first.
5. Being appropriate in line means: keep your hands to yourself, keep your feet directly behind the person in front of you, use a level 3 voice, eyes forward, wave quietly to friends or teachers and stay in your own space.
6. Failure to walk appropriately in the halls means we will line up during the beginning of recess and practice.

Turning papers in

1. All completed assignments will always go in the done basket. Place your paper in the basket so that it is neatly stacked up with the rest.
2. You must put your name on all assignments. This way, I know which good work is yours and we can keep track of how you grow and change in your work habits.
3. It is always true that your work must be finished and you must do your best. If Mrs. Halvorson thinks that you can do a better job, you will get your work back to fix.

Homework

1. We write our assignments in our planner together during quiet time.
2. We have homework everyday!
 - a. Monday = Vocabulary
 - b. Tuesday = Math
 - c. Wednesday = Wednesday Mail
 - d. Thursday = Fluency
 - e. Friday = Reflection Card & Spelling
3. It is your responsibility to make sure that you have your homework before you leave at the end of the day.
4. Extra homework copies are kept in the "extras" mailbox.
5. You are expected to complete your homework each night. Students who complete their homework every night will be invited to Friday Fun! If you choose not to complete your homework, you will be required to do it at Study Hall which takes place in the library during recess.

Homework Folders

1. You have been given a homework folder to use this year in 2nd grade.
2. You must bring it to school every day and take it home at night.
3. If you forget your homework folder two days in a row, you will stay in from recess to write a reminder note for yourself. Your parents will need to sign your note and help you look for your homework folder.
4. If you lose your homework folder, you will be responsible for replacing it.
5. Please empty your homework folder every night.

Packing up

1. You may not pack up until Mrs. Halvorson has called your table. The table with the clean table award always goes first. Your head must be resting in order to be called.
2. We stack our chairs and put our name tags away before going to our mailbox.
3. Place your homework & mail inside your backpack.
4. If you brought your lunch, don't forget to take your lunchbox home.
5. Take your belongings from your locker to your desk. Do not pack them or put them on until you are back to your desk. We do not want to disrupt any other classroom while they are still learning.
6. Wait quietly while others pack up. This will help the time go quickly so we can move on to play a quick game of Hangman or Heads-Up-7-Up.
7. Mrs. Halvorson will be timing us during pack up. Do you think we can beat the time of the day before???
8. Mrs. Halvorson will give directions for what happens next.

Exiting at the End of the Day

1. Mrs. Halvorson will ask you to line up in Bus Order. Do NOT tell her that it is time to go. The bell does not ring until 3:50. Mrs. Halvorson knows how to tell time and she will not make you late for a bus or a parent pick-up! Don't worry!
2. When the bell rings, please say goodbye to Mrs. Halvorson. You need to exit the building on the right side of the hallway...remember that's the side we walk on!
3. Our voices stay in a level 3 until we are completely outside.
4. We never wrestle, run or yell out by the busses. It is very important that you keep your hands to yourself and go straight to your bus.

Student of the Week

1. You will be "FAMOUS" one week this year!
2. Mrs. Halvorson will draw a name each week to determine whose turn it is. You will present the Student of the Week poster that I sent home at the beginning of the year when it is your turn.
3. On your week, Mrs. Halvorson will send home a special certificate so that you may proudly hang it in your home. She will also give you a Student of the Week sticker to wear so that everyone knows that it is your turn to be famous.
4. At the end of the week, Mrs. Halvorson will send home your poster for you to keep.

Bringing toys to school

1. You may only bring toys during two occasions.
2. If it is an Eagle Celebration day, you may bring a game or toy. Be sure that you have signed up for the game room if you do this.
3. If our class has earned a Cloud 9 Party, you may bring in any toy that does not need to be plugged in. If your toy is too loud, please wear headphones or turn the sound off. We will always be respectful of our friends next door who are still learning.
4. If Mrs. Halvorson hears a report that your toys were played with or shown on the bus, in the hallway or during recess, she will have to reconsider inviting kids to bring toys for these two occasions. 😞

Classroom Supplies

1. You will keep the supplies you've brought to school at your desk, except for most pencils and your paints.
2. When we need supplies for a project, Mrs. Halvorson will select a student from each group to get one of the supply baskets and bring it back to your group.
3. Inside, you will find all of the things you will need to complete the assignment.
4. We put classroom supplies back inside the baskets when work is completed.
5. Only the student Mrs. Halvorson has selected will be allowed to return the basket. That student must make sure the right number of supplies is in the container when it is returned.
6. You may get extra crayons, colored pencils or markers from the supply shelf only when you do not have the color you need. Only one student is invited to the shelf at a time.

Friday Fun

1. At the end of each Friday, we will be able to have “Friday Fun” if we have earned the privilege.
2. If you have completed all of your homework, returned your reflection card, have one time-out or less and finished all of your class work, then you have earned the privilege to join Friday Fun.
3. During Friday Fun, you may play with the toys in the classroom, use the computer for 10 minutes, read in the library and work at the writing center.
4. All toys and areas must be cleaned up, and all students must be back in their seats when the timer goes off. This means you should begin picking up when you hear the warning bell.
5. Being out of seats when the timer goes off can result in a loss of Friday Fun for the next week!

Classroom Jobs

1. During the week, students who have jobs are expected to do them. Our classroom depends on everyone pitching in to help things run smoothly and stay organized.
2. Please do not work on your job at any inappropriate times, unless you are asked by Mrs. Halvorson.
3. Each Friday, Mrs. Halvorson will change the classroom job helpers so that we all share the responsibilities. You do not get to pick your job. It is a random process only.

Consequences

1. Sometimes we make mistakes, and that's ok! The first time a rule or procedure is broken, you will receive a verbal warning. That means Mrs. Halvorson will remind you about what you should be doing. She may ask you to use the Procedure Handbook to figure out what the right choice is.
2. The second time it happens, you will owe Mrs. Halvorson two minutes at the "Chill Chair". (time-out)
3. If it happens again, you return to the Chill Chair to fill out a "Behavior Reflection". It must be done before you leave the Chill Chair.
4. Other consequences include- losing recess, going to the buddy room, or an office referral (white slip) as per the school handbook.

Rewards

1. Thanks for making good choices! You can be rewarded with a piece of candy, a ticket, earning a checker for our class, an award from your teacher, participation in the monthly 2nd grade Eagle Celebration, and the best reward of all is getting to feel good about yourself and your choices!

2. Mrs. Halvorson will also be watching for good choices from you at all times. This means you are following directions, following procedures, receiving compliments, making choices above and beyond what is expected, raising our classroom reputation and many other things. When she notices that you are making a good choice, she will stamp your good choice card. When your card is full, you will be invited to choose a special privilege card. These cards include privileges like;
 - a. Writing with a rainbow writer
 - b. Writing with a smelly pencil or smelly colored pencil
 - c. Wearing your comfy slippers in class
 - d. Sitting by a friend for ½ a day
 - e. Sitting at the teachers desk for ½ a day
 - f. Sitting by a friend at lunch

Planners

1. Each day when you come in from recess you are expected to go directly to your quiet time spot with your planner and any other work that needs to be finished.
2. Mrs. Halvorson will have the planner page displayed on the projector screen. Your job is to copy the homework and other information written on Mrs. Halvorson's planner page onto your own planner page. This way you will never forget what is due the following day.
3. It is your responsibility to place your planner into your backpack at the end of every day, show it to an adult at home and return it, the next morning, to your desk.
4. Planners are a very important way to communicate with your family. If your adult writes Mrs. Halvorson a note in your planner, YOU MUST REMEMBER TO SHOW IT TO HER! Mrs. Halvorson does not check planners.

Team Time & Walk to Reading Transitions

1. Starting in October, all of the 2nd graders switch classrooms twice a day. Once for Team Time and once for Walk to Reading.
2. Mrs. Halvorson will invite you to take out your supplies and rest your head. It is your responsibility to remember what you should bring. (i.e. headphones, books, supplies, folders, notebooks)
3. Once the class is ready, Mrs. Halvorson will invite you to join your new class line in the hallway. Here, you are expected to stand quietly, in your own space, without getting “hooked” by any other students from other classrooms.
4. Walk in the hallway.
5. Wait to be invited, by your new teacher, to enter your new classroom. We never want to disrupt the current class while they are finishing a lesson.
6. When you return to our classroom, wait until Mrs. Halvorson invites you to come back in. She will be watching for students who enter quickly and quietly. If your head is resting, she will give you a star on the Document Camera Chart. We do not have any time to waste between classes. We must get right back to learning.

Listening Position

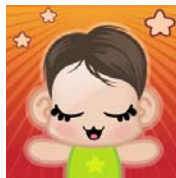
1. During a lesson, Mrs. Halvorson may ask you to sit in your “listening position”. We do this so that everyone can focus on the content that is being taught without any obstacles getting in the way.
2. Turn your chair towards the teacher. Please make sure that your chair is quiet. We do not want to bang it against other chairs or desks.
3. Your feet should be placed flat on the floor in front of you and your hands are in your lap. We NEVER sit on our chair backwards. The back of the chair should always be touching your back.
4. Placing our feet flat helps us to stay still. We can listen much more intently when we are still. Placing our hands in our laps helps us to stay focused on what Mrs. Halvorson or the speaker is saying. Hands that are in desks, playing with objects, tapping or touching others distract us and our friends. We want to make sure that we are not distracted so that we will learn as much as possible.

Hula-Hoop

1. Mrs. Halvorson has a hula-hoop in class! It is not to play with though. She uses it to help you remember to get on task as quickly as you can.
2. After Mrs. Halvorson finishes a lesson and gives you instructions, she will invite you to head to your spot and get started right away.
3. As you are getting started, Mrs. Halvorson will take down her hula-hoop and place it on the floor. She will step inside the hula-hoop and wait for no more than a minute.
4. You are expected to be on task working on your assignment before Mrs. Halvorson steps out of the hula-hoop.
5. If you need something and walk up to Mrs. Halvorson to ask her a question, she will point to the hula-hoop. This means that she is not available and that you should go to your spot until she is out of the hula-hoop. Try to start something else until Mrs. Halvorson is available. If there is nothing you can start, just rest your head and Mrs. Halvorson will notice that you need help first because you are not able to start.
6. If you are not ready and working before Mrs. Halvorson has stepped out of the hula-hoop, you will owe her two minutes at the "Chill Chair". You should think about what you can do next time in order to get on task quickly.

A decorative border surrounds the page, featuring various school supplies in shades of gray, including a pencil, a ruler, a compass, a protractor, a pencil sharpener, and a pencil case. Two large yellow pencils with pink erasers and black bands are positioned vertically on the left and right sides, and two more are positioned horizontally at the top and bottom.

Second Grade Superstars



I'm a second-grade superstar!
I'm a success! I'm going far!
I can read many books that are long.
I learn every time I get something wrong.
I try to study hard for each test.
I focus on always doing my best!
I try to be patient and I share.
I try to be responsible and I care.
I'm a second-grade superstar!
Watch me! I will really go far!