

Mrs. Kalama's

Classroom Routines



ENTERING the Classroom

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- Enter only through the entry doors.
- Please wait patiently until the teacher invites you in; **please DO NOT bang on the door.**
- **Keep your hands, body, and objects to yourself as you enter the classroom.**
- Use an “inside voice” and walk only.
- Please always sit at your **assigned seat**; first fill out your planner, then go to the bell ringer.



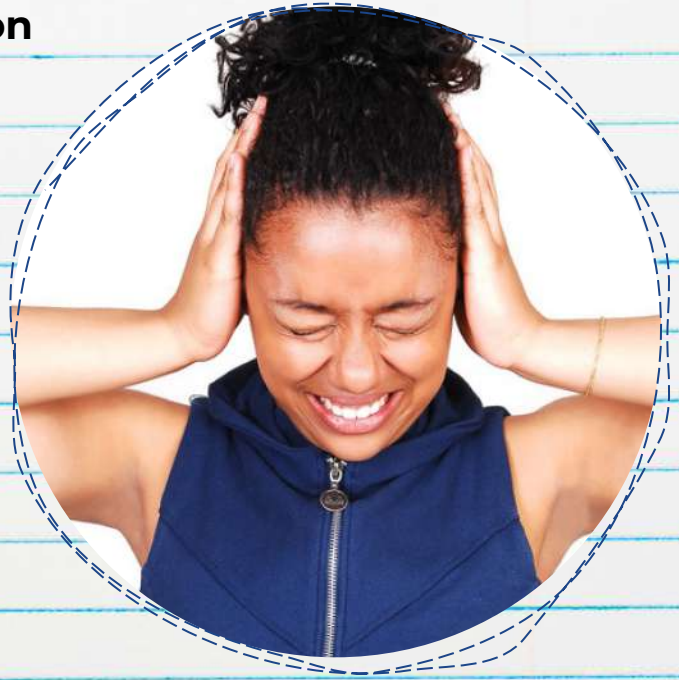
EXITING the Classroom

- Exit only through the exit doors using walking feet. Keep your hands to yourself as you exit; do not push or shove others to leave.
- Always ask permission before leaving the classroom. Students are only allowed to leave one at a time.
- Students will not be able to leave The first or last 10 min of a session.
- The clock does not dismiss you.



Appropriate MOVEMENT & VOICE ⁴

- **Stay seated unless given permission or instruction to do so.**
- **Use “inside voices” in the room**
Your conversation should only be loud enough for those next to you.
- **Please no yelling, screaming, or shouting across the classroom.**
- **Please use appropriate language.**
Do not swear or put others down in this class. Teachers will not swear or put you or others down, either.



Appropriate Classroom ATTIRE

- Unless it is a "Free Dress" day, **students should be wearing their school uniform at all times.**
- **Non-school sweatshirts, hoodies, and jackets are permitted while in the classroom, but you should have a uniform on underneath.**
- **No earbuds without permission.**
- **Hats, beanies, and hoods are permitted;** however this privilege may be revoked for students who use these items to hide earbuds.



RESPECTING Others

- **Raise your hand and wait to be called on if you have something to say.**
- **You are ALL important;** be patient and wait your turn. Treat others the way you wish to be treated.
- **Please use only appropriate language in the classroom.**
Please no swearing or put-downs.
- For some of you, it may be your last year with your classmates.
Enjoy time together, get to know them, and take care of them!



Using TECHNOLOGY & SUPPLIES ⁷

- **Be responsible**—use your Chromebook **ONLY AS INTENDED** and **plug it in!**
- **Ask permission** before getting a device.
- **Show integrity with technology usage**—use it only for its purpose.
Any inappropriate use may result in serious consequences.
- **MALAMA (care) for our class supplies**
like the stapler, hole punch, scissors, markers, pencil sharpener, tape, etc.
- **Using supplies is a privilege, not a right. Use with care; slamming or other misuse will result in loss of privilege.**



SPECIAL Classroom Areas

- **Student Center**

Find supplies, upcoming info, pencil sharpener and more!

- **Classroom Library**

Enjoy a relaxing area of the class surrounded by great books and comfy pillows and blankets.

- **Calm Corner**

Feeling overwhelmed? Take a 5-minute break at the Calm Corner to de-stress and unwind.

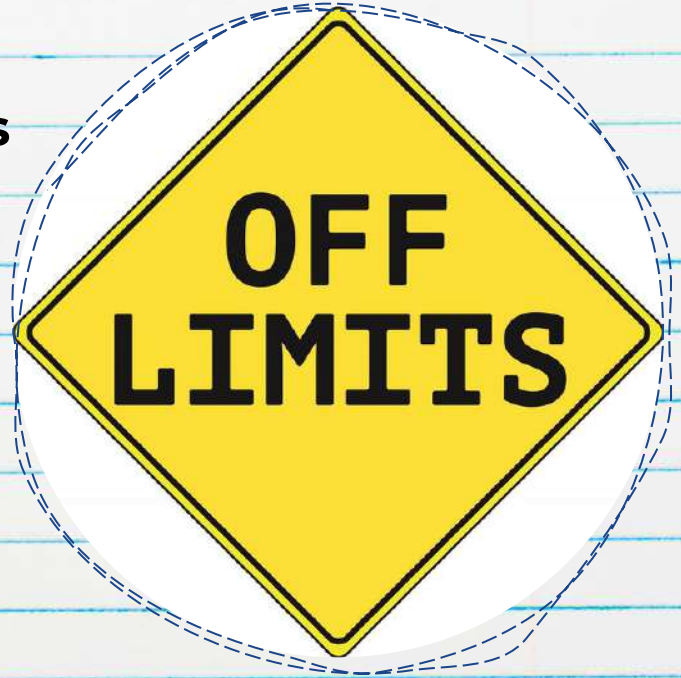


OFF-LIMIT Areas

- Teacher Desks/Areas
- Cabinets and Storage Areas
- Thermostats, Fire Alarm

*With Teacher Permission:

- Whiteboard
- Phone Area
- Chrome Cart



How to CHECK OUT BOOKS

TO BORROW:

- Look at the genres (categories) of books to find a topic you'll enjoy!
- Please malama Mrs. Kalama's Classroom Library. It is a privilege to use her classroom books.

TO RETURN:

- Books are sorted by GENRE. If you are unsure of where you grabbed a book, **please DO NOT** put it "just anywhere." Place all books in the "BOOK RETURN" box.



During PRESENTATIONS or ANNOUNCEMENTS¹¹

- When the teacher is giving instructions, please pause all movement and talking.
- Please listen quietly and resist the urge to have side conversations.
- Stay seated and wait to do any "errands" (throw away trash, etc.) until after the presentation.
- When someone is presenting, please wait at the door until there is a pause in the presentation, or you are invited in.
- **EVERYONE'S voice matters!**



What if you are **TARDY**?

- Don't miss important info! **You will be counted tardy if you are more than 5 minutes late to class.**
- **Everyone else's time is just as important as yours.** Remember, the teacher is responsible for the students in each class.
- **Be sure to bring a pass** if you are coming from another class, the office, the counselor, or the nurse.
- **Excessive unexcused tardies may result in serious consequences.**



What if you are **ABSENT**?

- It's YOUR responsibility to check with Mrs. Kalama, or look at Google Classroom for assignments.
- If you know that you will be absent for an extended amount of time, please let Mrs. Kalama know so that your work can be prepared ahead of time for you.
- Try **NOT** to be absent—it can be tough to get caught up again!



When the Teacher is *DISTRACTED*

- **When the teacher occupied** (on the phone, someone enters the room to talk to the teacher, or the teacher is conferencing with other students), **you may talk quietly with your neighbors at your seat.**
- **Remember, your conversation should only be loud enough for the person next to you to hear.**
- **If you have a question or request, please wait until the teacher acknowledges you (do not interrupt).**



SUBSTITUTE Expectations

- Everyone is expected to treat each substitute teacher as a special guest-with honor, dignity, and respect.
- Even if you don't agree with what the substitute says or does, do your best to follow their requests or instructions in the moment.
- Instead of arguing with the substitute, **write a letter explaining to Mrs. Kalama what is happening and we will discuss it when I return to class.**
- There will be serious consequences for mistreating our substitutes.



Having a *BAD DAY*?

- Don't take it out on your teacher(s) or classmates.
- If you're feeling overwhelmed, you can request a 5-minute break at the Calm Corner.
- Please don't take advantage of breaks. Remember, it's a privilege, not a right.



When you want to ask “WHY??”

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“WHY?” is a great question to ask...
but **ONLY** at the appropriate **TIME**,
and in the appropriate **WAY**.

Appropriate Times: After everyone
has gotten started, or before/after class.

Inappropriate Times: In the middle
of instruction, or during an emergency.

Appropriate Ways: Raising your hand
or asking to talk to the teacher after class,
using a respectful speaking level and tone.

Inappropriate Ways: Calling out or
interrupting the teacher, shouting/yelling.



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