

Richland Elementary Classroom and School Environment

- Maintain a positive classroom climate and a clean/attractive classroom with an emphasis on the display of quality student work.
- Set an example for our students in your attitude, behavior, and dress. Treat students with appropriate respect.
- Only allow students to leave the room when absolutely necessary. Students should not purchase items from the vending machine for staff. A student must have a hall pass when they leave your room.
- **Due to the competitive food policy and healthy food policy, it is necessary that you obtain permission from the administration for any activity in your classroom that might include food or drinks. Do not supply snacks or treats to your class without permission. Food also may not be given to students as a reward.**

Classroom Displays

In adherence with the fire code, student work displayed in the classroom should not exceed more than 20% of the wall area. Teachers should not hang any materials from the ceilings or over windows. Window ledges cannot be blocked. All drapes and curtains must be fire retardant. **Do not put staples in the closet doors. Do not use stringent adhesives or materials containing them such as electrical tape, hot glue, contact paper or tiles on the walls, ceilings or doors. Blue painter's tape or STIX sticky adhesive may be used.** When the teacher leaves that classroom, all sticky adhesive and tape must be removed. If a teacher chooses to paint a classroom, the paint color may only be a shade of white or pastel and must be approved by Mrs. McNary.

Classroom Management

Expectations for student-classroom behavior should be positive and realistic. Faculty members should be role models for behavior by exhibiting characteristics of adequate preparations, punctuality, enthusiasm, school spirit, dress, and professionalism.

Responsive Classroom

Richland practices the Responsive Classroom approach, a practical method of creating safe, challenging and joyful classrooms within the learning environment. It consists of practical strategies for bringing together social and academic learning throughout the school day. Teaching strategies include a daily morning meeting component, consistent rules and logical consequences, guided discovery, academic choice, classroom organization that maximizes learning and working with families. **It is an expectation that all Kindergarten through third grade classes will conduct morning meetings. Fourth and Fifth grades should try to conduct morning meetings or afternoon closing circles consistently.**

Discipline Procedures

Follow disciplinary procedures consistently and completely. The teacher should handle individual cases involving discipline, unless a student continues to be a serious problem. It is crucial that parent contact, either written, by phone, or in person be kept current and documented. **Except in rare cases, teachers should utilize all reasonable management strategies, including those outlined in the School-wide Behavior Plan and personal parent contact, before referral to the office.** A discipline form must be completed before

the child is sent to the office. Be certain to include all actions taken by you before the referral. Completely and accurately describe what the student has done. If immediate attention is required, an administrator should be notified. Submit all disciplinary referrals to the disciplinary box in the office.

Please Note: Students should not be asked to stand or sit in the hall or sent to sit outside the assistant principal's office on the bench. Leave disciplinary referrals in the main office and students will be called to the office. If there is any inappropriate touching of any kind, including but not limited to kissing, hitting, touching, or kicking any "private" body parts, contact an administrator immediately. DO NOT make the decision on your own regarding the seriousness of the incident. Failure to do so could result in disciplinary measures.

General Cafeteria Rules and Procedures

1. Teachers will walk their students into the cafeteria through the doors closest to the serving line at the designated lunch time.
2. All students will go through the line in an orderly manner.
3. Any item purchased must be bought as the student reaches the cashier.
4. Only one (1) dessert item (cookies, sherbet, etc.) may be purchased - - and only if the person has a lunch.
5. If anything was forgotten after paying, the student must go to his/her seat, raise his/her hand, and a lunch monitor will attend to his/her need.
6. Once a student has been seated he/she will not be allowed to get up unless he/she has permission from a cafeteria supervisor.
7. Students must eat without talking for the first fifteen (15) minutes after they sit down. After that time, a cafeteria supervisor will allow them to talk in low conversational tones.
8. Students may not get up or turn around to talk with students at other tables.
9. There will be no throwing of food, exchanging of food, or buying food from each other.
10. Students are to take proper care of trays, utensils, and garbage cans. Destruction of property will warrant an office visit.
11. Students not following cafeteria procedures and rules may have to eat in isolation.

Cafeteria Dismissal Procedures

1. The homeroom teacher will choose two children each week to be "cleaners." (One for each table.)
2. At the end of a class's lunch period, a cafeteria supervisor will have:
 - the designated cleaners get up and empty the trash off their tray
 - the cleaner will collect all silverware on his/her empty tray
 - the students will dump the trash and stack each empty tray
 - the tray with the silverware will go on top of the stack of trays
 - the cleaner will take the stack of trays to the "tray window" in the cafeteria
 - the cleaners pick up a cleaning rag, broom, and dustpan (mop, if needed)
 - the cleaners will wipe the tables (benches, if needed) and clean the floors underneath and around their designated tables
3. Teachers will pick up students **at their tables at the designated time.** Line students up near the table. Move students out quickly and quietly. Exit through the cafeteria doors closest to the main hall.

Cafeteria Rules

1. Always walk in the cafeteria.
2. Get everything you need on the first trip.
3. Talk quietly when your “talk time” is given.
4. Remain seated.
5. Keep your hands, feet, and other objects to yourself.
6. Respect others’ food and drink.
7. Leave area neat and clean.
8. Enter and exit through the designated doors.

RedHawks Soar
with the Fabulous Four

Richland Rules

1) Act Safely

**2) Be Responsible and
Respectful**

**3) Care for Yourself, Others,
and the Environment**

4) Do Your Best