

September 11, 2009

Classroom Handbook - Mr. R. Mollinga

Like every year, I enjoy teaching and trying to have a positive effect on my students. This year, you the students have the potential to do your absolute best. As long as you have the desire to achieve something, it is said by many people who study the brain that there is no reason why you can't. Therefore, this year will be one where you will work harder than you ever have at school and home. I hope you are looking forward to your grade 5 year as much as I am.



I have put this handbook together for you and your parents so that you have a handy guide to the program and procedures of our classroom. I have found this booklet to be valuable to students, parents and myself. It may change throughout the year depending on people's suggestions, student behaviour and their work habits. This handbook can be viewed at any time on the class web site at www.ourclass.ca.

Soon you will become familiar with your responsibilities and the rewarding opportunities that this year will bring. You will more than any other year, be a role model for the younger students. Your leadership skills will be called upon daily; during lunch, recess, in the halls, in the library, the gym, out on the playground, at assemblies, on school teams, during special events, etc. The reason for this handbook is to give you some idea about the class and what I will be expecting from you.



You will do approximately 30 minutes of homework on a daily basis. Expect that it will be more and less at different times in the year. Homework is something that can be avoided many times by finishing the work in class, but that is all up to you.

I do not give out homework just for the sake of making sure you have something to do after school. If you work in class and finish what has been assigned it won't be homework. It's that simple! However, if you decide that what we're doing in class isn't what you want to do, when else can it be completed other than after school hours? Work needing to be completed or any other important information will be written in your planner everyday and your parents will initial it to say they've seen it.

The year ahead may seem overwhelming to you at first but I am sure you will find work in play and play in work.

Student Conduct

1) **Be polite and helpful** - Consider others and put yourself in their place. How do you feel when someone says something nice to you? Isn't it great? I really like this feeling and that's why I try helping people and make a point of speaking nicely to them instead of being rude or mean.

- 2) **Take care of Sunset School** - This school is yours. You are here at least 6 hours a day. Believe it or not, you have paid money in one way or another for this school. Let's make Sunset is a place to be proud of, let's make it look good. Pick up trash you see laying around or offer to tidy up our classroom.
- 3) **Respect other people** - Put yourself in their place. Remember we are all different. Respect the differences in people. Be proud of your own differences; they are what make you who you are. There is a famous saying that goes like this: "No situation is so bad that losing your temper won't make it worse."
- 4) **Raise your hand before speaking out loud** - If I am with someone, put your hand up and I will be with you as soon as I am available. In Math, putting your textbook up will give me an idea that you want help so you don't have to keep your hand up. This also lets you move on to the next question until I get to your desk.

When I or any other teacher asks for your attention GIVE THEM **FIVE**

- 1) eyes on speaker
 - 2) listening
 - 3) mouth closed
 - 4) hands free
 - 5) feet not moving around
- 5) **Think before you act** - There may be times during the year when you are not going to agree with me or another teacher. I will listen to your opinion and take it into consideration but the louder and/or ruder you get, the less I will listen.
- 6) **Common sense** - If you're going to remember one rule, make sure it is this one. Think before acting. Think before speaking. You are always intelligent when you think first. You couldn't have come as far as you have without using common sense.



Routines

- 1) **Washroom** - You may use the washroom without permission from Mr. Mollinga but only during the following times:
- a) 9:30 a.m. and 10:15 a.m.
 - b) 11:15 a.m. and 11:45 a.m.
 - c) 1:30 p.m. and 2:45 p.m.

When you do need to use the washroom you must:

- a) write your name and time on the sign-out sheet
- b) put your nametag on the washroom sign by the door

When you return you must:

- a) put the time you came back into class on the sign-out sheet
- b) remove your nametag

If I find students not signing out or forgetting to put their nametag on the sign, they will then have to start asking me for permission to use the washroom.

Very important: Please wash your hands after using the washroom.



- 2) **Desks and Chairs** - These are to be kept clean; make no markings at all. I will not go

into your desk without your permission and I expect you to treat my desk with the same respect. You may go in to the top right drawer of my desk for items such as felts. After 5 or 6 years in school, you know by now the importance of proper seating. Leaning back on your chair is not what I consider a proper sitting position - this costs smart bucks!

- 3) **During lunch** - Sitting beside someone from our class or another class is up to the lunch hour supervisor. When the 12:15 bell goes, the supervisor will give you permission to go out side providing the room is clean.
- 4) **REMEMBER YOUR MANNERS!** Saying "Please" and "Thank you" beginning with "Excuse me" and opening doors for teachers, parents and fellow students all make a class a better place to be. There is nothing more rewarding than hearing teachers and parents complimenting students for their polite behaviour.
 - No put downs, lots of PULL UPS!Challenge yourself to say at least one nice thing each day. There is a quote that says: "You will be the happiest in your life when you are making others happy."
- 5) **Everyone must wear gym strip.** There is physical education everyday and two of the times will be in the gym.

Monitors

- 1) **Current Events** – If you see or hear about something important or interesting, please bring it in to share with the class.
- 2) **Distributors** – If I put papers on your desk, please hand them out. In the morning, this must be done before you go back outside.
- 3) **Boards** – I will ask at least one person everyday to whip off the boards. If I ask you, please write down the planner on another piece of paper so I can put it on the web site.
- 4) **Shelves and Tables** – Everyday, books and papers get scattered around the room or put in the wrong place. If you are assigned to this job at the end of the day, please ask me to look at the room first before you leave.

Homework Not Done?

This will cost you smart bucks – it varies depending on the assignment. When I assign homework, I expect it to be handed in **on time!** If I see you getting in the habit of not finishing daily assignments or homework, your parents will be notified either in your Planner, by calling them on the phone or by e-mailing them. You will not lose smart bucks if you have been sick.

Please note: completing assignments is very important!



The information I have provided here gives you a general idea of what you can expect in this class. This will be added to and/or changed as the year goes on.

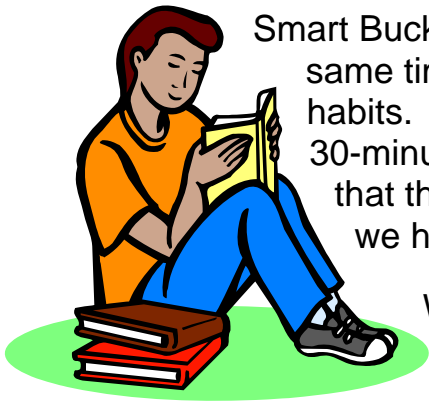
For those of you who follow the class and school rules and finish your work are certainly going to have a good year.

Smart Bucks are awarded for well-thought out work, current events, a consistently clean desk and a great deal of other tasks or work. I can only touch upon a few in this brief period

of time. It should be noted that home reading is where students earn the most bucks. For every minute you read, 5 bucks are earned – this adds up very quickly.

Smart Bucks are used in a positive way to encourage good work and yet at the same time hopefully they discourage defiant behaviour and poor work habits. For those who find themselves indebted 500 smart bucks this is a 30-minute detention after school. Students who keep out of debt will find that there are many rewards, especially around one of the three auctions we have in the year.

We will go over all of what was mentioned above as the year progresses along.



Dear Parents,

I hope you have taken time to read about how our class works. I have attempted to make very clear to your child what the expectations are so that we can make the most out of his/her school experience. I sincerely expect your child's experience to be a positive one. I have asked your son/daughter to go over this handbook with you. Please sign this so I know that you have read it and are therefore aware of how our class operates.

If you have any questions or comments, please write them down in the Planner, or call me at the school (956-4434) or home (956-3637). I also have an e-mail address you can contact me through at: mollinga@telus.net. I check my email often and therefore you will most likely get a response within hours or even minutes sometimes. If you have a serious or sensitive concern, I'd much rather talk to you in person rather than via email. I also ask that you keep your emails brief and to the point so I'm not reading through paragraphs.

You can keep up on what is happening in our class by visiting the class' web site which is updated daily. It must be pointed out that having access to Our Class' web site is not a requirement. It's just one more way of letting you know what is going on from day to day. There will be a letter coming home shortly with more information about the web site.

Sincerely,

Ron Mollinga

I/we have read the above information and now know how the class operates.

Parent(s)' signature: _____