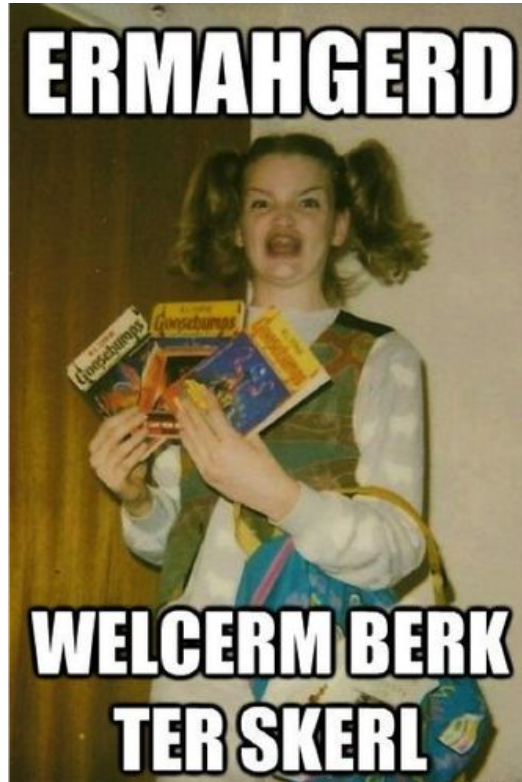


Classroom Procedures



Attendance

- ❖ Good attendance is **crucial** for success in 4th grade!
 - ❖ Students who are on time and present all week will get a large bonus (for our classroom economy)
 - ❖ Each day that all students are on time and present, the class receives a letter in “SLATER”. The letters will be hung outside of the classroom
- Once “SLATER” is completely spelled, students get to choose a class party



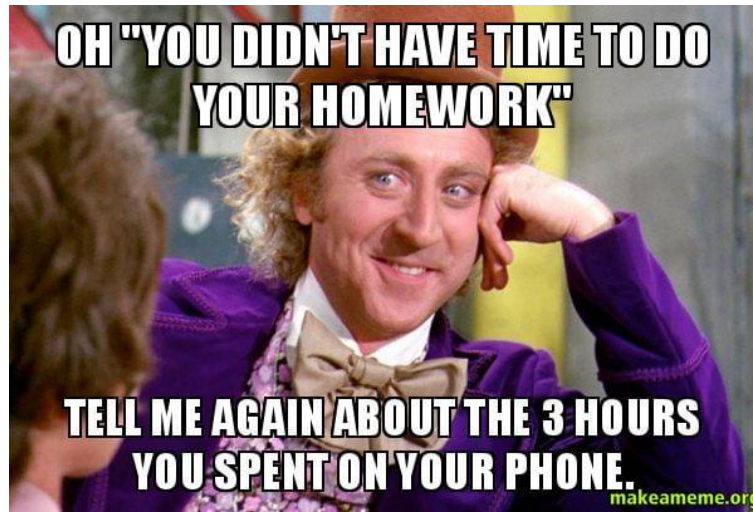
Entering the Classroom

- ★ Put away backpack and jackets right away
 - On hooks, not at your desk!
 - Each student will have an assigned hook with student #
- ★ Sharpen all pencils for the day
- ★ Get started on morning work
- ★ QUIET ZONE



Turning in Work

- ★ Classwork & HW go into the “Turn in Bin”
- ★ HW must be turned in during soft start
 - Any HW turned in after that will be considered late
- ★ Any permission slips/papers for the office go in “Office Bin”



Attention Getters

- Teacher: “Classy Class!”
 - ◆ Students: “Yessity Yes!”
- Teacher: I need voices off and eyes on me in 5...4...3...2...1
- Teacher: “Give me 5”
 - ◆ Students: *Hands in the air, voices off, eyes on teacher*

(Ms. Szuber’s biggest pet peeve)



Bathroom Breaks

- ❖ You are 4th graders, you don't need to ask me to go!
- ❖ ONE boy and ONE girl at a time
- ❖ Need a bathroom pass (in student center)
- ❖ **When you are allowed to go:**
 - Soft start
 - Independent work time
 - Workshop
- ❖ **When you are not allowed to go:**
 - Teaching time (carpet)
- ❖ 3 minute bathroom limit--multiple longer breaks may result in a fine



Leaving the Class for any Other Reason

- ❖ There will be ONE hall pass (unless an emergency)

Pencil Procedures

- ALL pencils must be sharpened during soft start
 - Have at least 3 sharpened pencils ready
- If all pencils break:
 - Take pencil from the white bin (student center)
- “Classroom Clerk” is responsible for making sure there are enough sharpened pencils each day
- Pencils may only be sharpened during soft start

When I'm in the middle of an important part of my lesson and I hear someone using the pencil sharpener.

**BORED
TEACHERS**



Need Help?

The magic 3!

1. Re-read the question 3 times
2. Ask 3 classmates near you
3. Raise your hand and ask the teacher

**If you could read the directions
before asking me a question**



How can I get a GATOR sticker?!

- Respecting others
- Act of kindness
- Having a growth mindset
 - ◆ Not giving up on a challenge
 - ◆ Being positive
- Showing integrity
 - ◆ Doing the right thing even when nobody's watching
- Going above & beyond
- Taking care of the classroom
- Participating in class



GATOR Cards

- GATOR cards should be taken to the office when they are filled
- You are responsible for getting a new GATOR card, writing your name on it, and hanging it on your clip
 - ◆ You can find new GATOR cards in the green basket near student hooks
 - ◆ The marker must stay in the green basket at all times!

Seating

- Everybody will have an assigned seat & carpet spot
 - These may be changed at anytime due to behavior issues
- Seating chart will be changed every month
 - There will be table contests (for good behavior)
 - The winning table group gets to create the next month's seating chart
- Free seating is a privilege and must be **earned**




Whole Group Time

- ❖ EVERYONE is expected to try their best and participate
- ❖ Even if you don't know the answer, taking a risk means more!
- ❖ Your brain grows the fastest when you make mistakes. In Ms. Szuber's class, we love mistakes!
- ❖ Nothing should be brought to the carpet unless told otherwise-**always check the board for materials before you come to the carpet**
- ❖ Voices are off on the carpet unless called on



Transitions + Teacher/Student

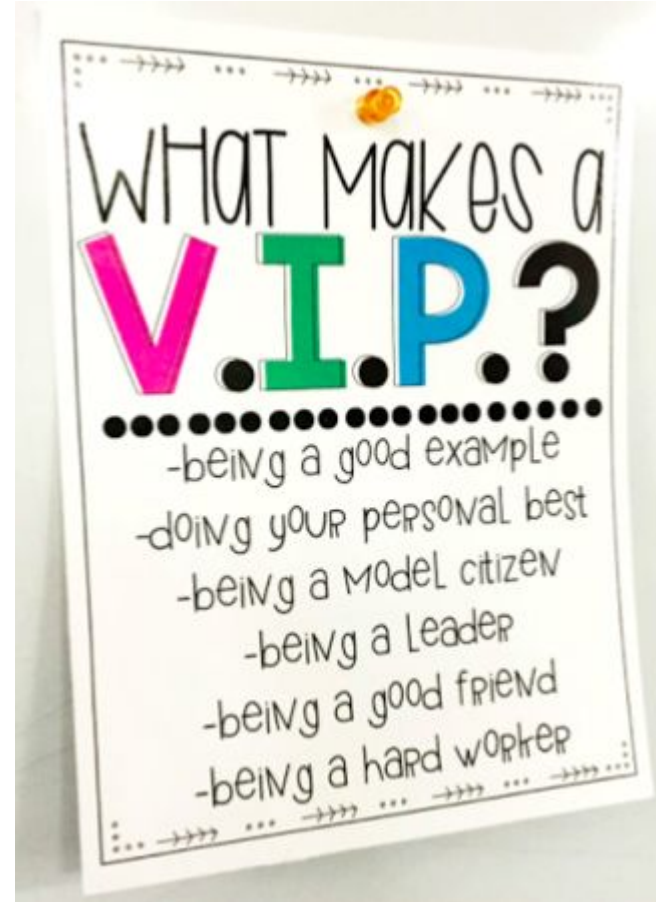
- Always QUICK & QUIET!
- This is not a time to talk with friends
- Make sure that all materials are put away and the materials for the next activity are ready to go!
- If everyone transitions quick and quiet, students get a point
- If not, teacher gets a point
- If students win teacher/student at the end of day, everyone gets free time for the last 5-10 minutes (a tie means no free time)

Teacher	Students
	

VIP Desk

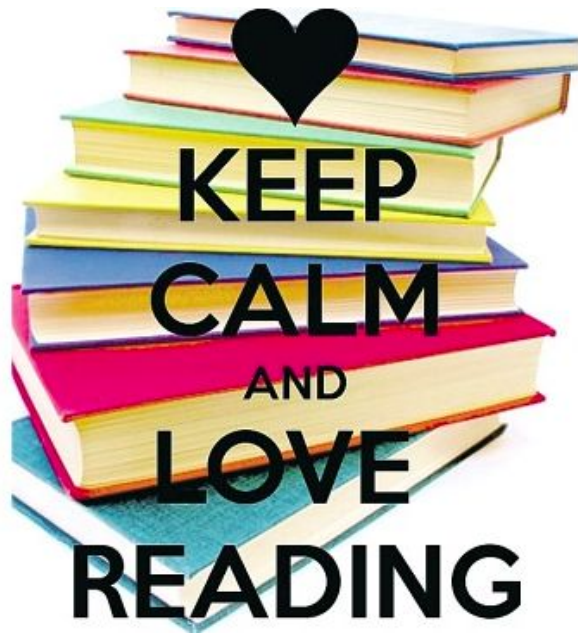
- ★ Special desk in the classroom
- ★ One student per day
 - You can earn VIP status by doing these things the day before ----->>>
- ★ Special materials
 - Mechanical pencils
 - Flair pens
 - Highlighters
 - Sticky notes
 - & more :)
- ★ Special privileges
 - Line up first
 - Shoes off
 - Pick a lunch bin partner

**VIP status may be revoked at any point during the day for violations



Library Procedures

- You may check out 2 books from our library at a time
- All books must stay in book boxes
 - Book boxes stay on shelves at all times
 - Labeled with student #'s
- Only 2 people in the library at a time-5 minute limit
- Voice level 0 in the library
- All books must be put back in the right spot
 - Books are organized by genre
 - Each book is color-coded to match the genre



Genre Labels

 Realistic fiction

 Fantasy Fiction

 Sports

 Animals

 Thriller/Mystery

 Jokes/poems

 Non-fiction-Animals

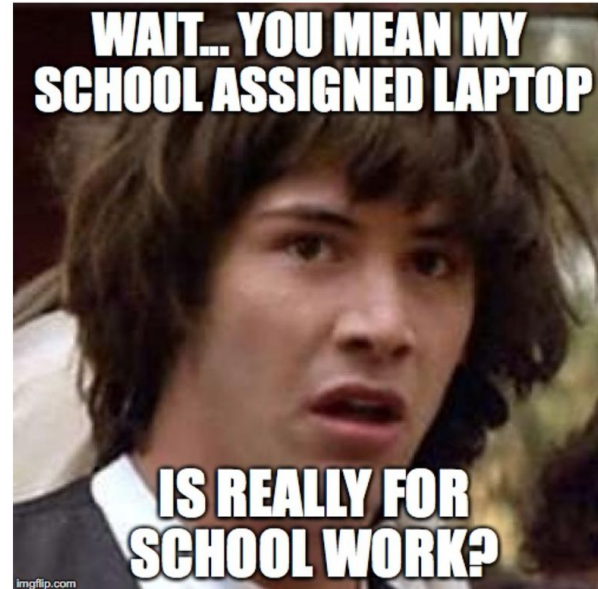
 Non-fiction-Misc



Chromebook Non-negotiables

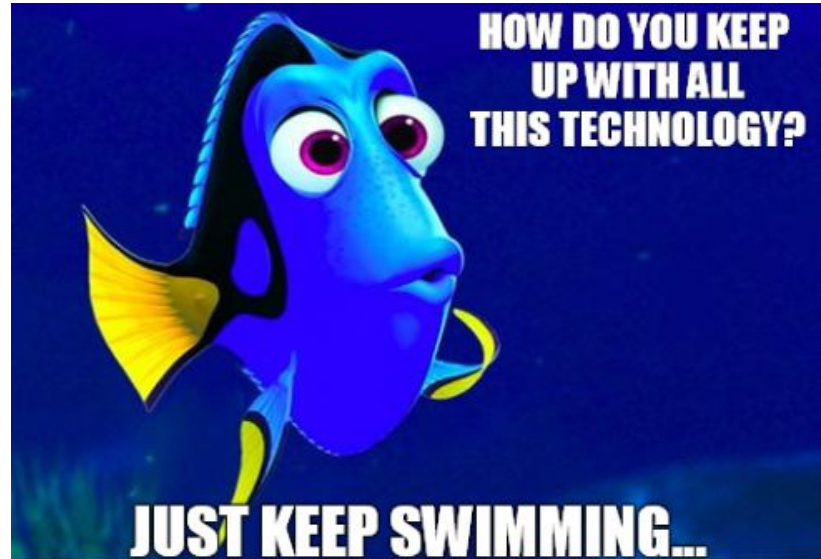
- Chromebooks may only be used with teacher approval
- No games without permission
- Always carry computer with two hands-hold close to body
- Never leave computers on the floor
 - Laptops must be left on desk when not in use

**After one warning computer privileges are gone for the day



We will use Technology for...

- Google Classroom
 - Class Code: [xo0if5i](#)
- Dreambox
- Prodigy
- Xtramath.org
- Newsela
- Publishing our writing
- Research



Morning Work



- Every morning, there will be morning work in Google Classroom
- Morning work must be completed during soft start
 - If tardy, you must get as much done as possible. You will be able to complete morning work sometime during the day when you have finished another assignment early.
- All work must be shown on a lined piece of paper and turned in to get full credit. Work must include:
 - Your name
 - Date
- Morning work does count as a grade!

Daily Homework

- ★ Homework sheets go home in Monday folders
- ★ 25 minutes of reading (or more for extra credit)
 - Must include a one paragraph summary of what you read including pages read
- ★ 10 minutes of math facts (or more for extra credit)
 - Xtramath.org
 - Multiplication flash cards
 - Math fact sheets (ask the teacher for copies to bring home)
- ★ Each night requires a parent or guardian signature to receive credit
- ★ Homework sheets are due every Friday
- ★ There may be other homework if students do not finish work in class
 - This HW will be due the next day

*It is crucial for 4th graders to have their multiplication facts memorized by the end of the year!

Classroom Non-negotiables

- Kindness is the most important thing in this classroom
- No leaving the classroom without a pass
- No gum
- No food during class (except for snack time)
- Complete assignments with pencil only (unless VIP)
- Treat materials like they are your own



End of day Routine

- Chromebooks must be carefully put back in the cart and plugged in
 - Each student will have a spot for their Chromebook labeled by their student #
 - If you forget to plug your computer in and the battery dies, you will not have it for the next day
- All chairs stacked neatly by table group
 - If someone is absent, please stack their chair for them
- Floors around your desk must be spot cleaned every day
 - Class “Custodians” will make sure the rest of the room is tidy
- Desks must be **completely** cleared off at the end of the day
 - School custodians must be able to come in and wipe down every desk, every day
- NO personal items left on hooks or at desks
- Tables will be dismissed one by one, even after the bell has rang. I will dismiss you
- We will WALK together as a class down the hallway at the end of the day

Our Classroom Website

<https://missszubersroom.weebly.com/>

- Classroom info
 - Schedule
 - Important dates/documents
- Class websites we use
- Contact info
- Newsletters

