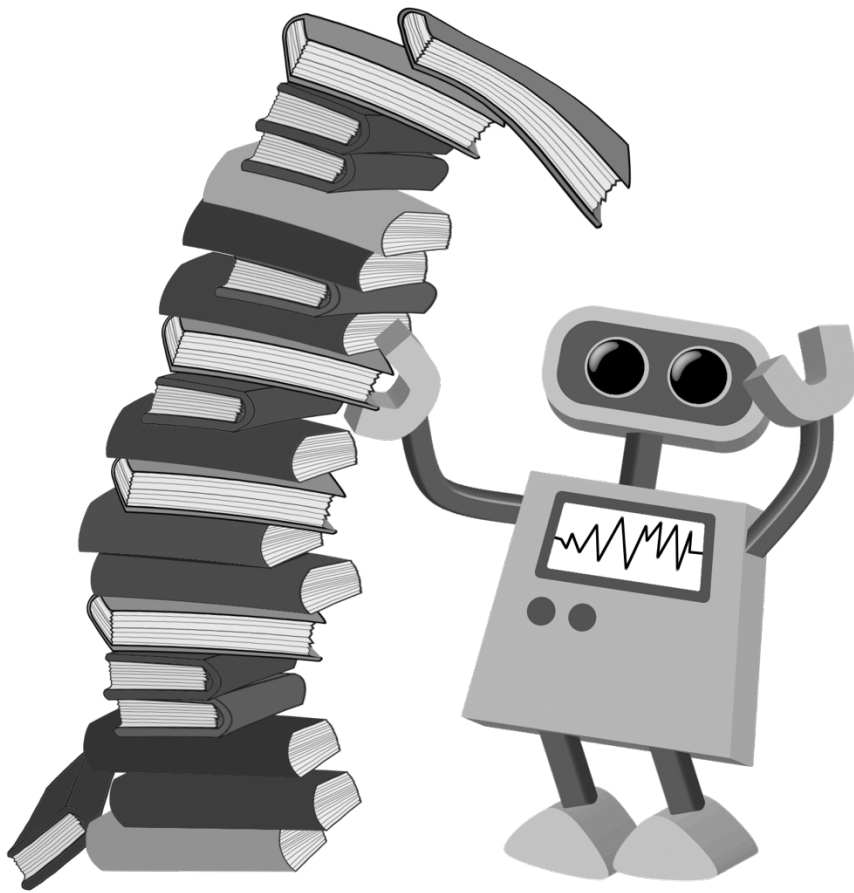


Division 4 User Manual



Classroom procedures are all the little things we do throughout the day to make our class run smoothly and efficiently. They are things like how to enter our classroom, or knowing where to turn in assignments and field trip forms. Knowing these procedures gives you more independence and gives all of us more time to learn.

My hope in creating this user manual is to make your year easier. Please refer to this manual whenever you have a question about classroom procedures as chances are you'll be able to find the answer in here. If your question is still unanswered, please ask me; I'm always happy to help!

This manual will not contain every single classroom procedure as new ones will come up and some may change over time. The back of this manual has some extra space where you may wish to record new and/or changed classroom procedures as they come up.

General Procedures that Make the Day Run Smoothly

1. **Entering the Classroom:** If the door is open, enter calmly and quietly. Hang up your backpack and coat in the cloak room and head to your seat. If the door is closed, knock politely and wait for someone to answer.
2. **Arriving Late:** If you are late, but it's before 9:05 am, please enter the class as you would normally and proceed with your bellwork. If you arrive after 9:05, please go directly to the office to obtain a late slip and then come to class, being careful not to disrupt your classmates.
3. **Start of the Day:** If you have something to hand in, please place it in the appropriate bin before sitting at your desk. Once at your desk, please read the shape of the day and begin your bellwork. Bellwork instructions will either be on the board, on your desk or in a bellwork folder.
4. **After Recess and Lunch:** Please return to the classroom immediately after hearing the end of recess and lunch bells. Washroom breaks and handwashing should take place during recess/lunch, not after the bells ring. Once in the classroom, please check the shape of the day and begin working right away. If there is a lesson scheduled, please read silently and ensure you have all the required materials so that we can begin right away.
5. **Eating Lunch:** Please only eat while seated at your desk (i.e. no walking and eating). If you would like to eat lunch with friends at another pod, you must seek permission from the person whose seat you'd like to use. There can be no more people at a table than there are spots at the table (Ms. Haskins will go over table capacities during the first week). As soon as you are finished your lunch, please place all garbage/recycling/compost in the appropriate bins, clear your desk, and put your lunch bag/box in the cloak room.

6. **Going to the Washroom:** You are permitted to go to the washroom during work periods (i.e. not during lessons, presentations, or when instructions are being given). When you need to use the washroom, please write your name on the board and head out. Only one person may go to the washroom at a time.
7. **Water:** It is important that you stay hydrated throughout the day. Please ensure that you come to school with a filled bottle of water. If you need to refill your water at any point throughout the day, please use the tap in our classroom.
8. **Absences:** If you are absent, any missed handouts/assignments will be placed in a folder in your mailbox. You are expected to read the handouts and complete the missed assignments by the due date indicated on the whiteboard.
9. **Dismissal (Recess, Lunch and End of Day):** Please wait to be dismissed by your teacher for recess, lunch, and at the end of each day. In other words, when the bell rings do not jump out of your seat and run for the door screaming "Hooray!"
10. **End of Day:** At the end of the day, there will be 15-20 minutes allotted for classroom clean-up and to help us get organized for the next day. During this time, you are expected to complete your classroom job, if applicable (see *Classroom Jobs*), write any reminders/announcements in your planner, sharpen pencils (if needed), clear your desk, stack your chair, check your mailbox, and get ready to go home.

Paper Management, Handing in Work, Borrowing Classroom Materials, etc.

11. **Mailboxes:** You will each receive a mailbox in the form of a folder marked by a number; this number will be used throughout the year for this purpose and others as they come up, so please remember it. The mailbox folders will be in a bin marked "Student Mailboxes." Any permission slips, forms, or notices that need to go home will be placed in your mailbox by the end of each day. I will also place marked assignments and personal messages in mailboxes from time to time, so please check your mailbox every day.
12. **Handing in Permission Slips and Other Forms:** Any forms that need to be signed and returned (with or without money) need to be placed in the bin marked "Forms" on the table with our student mailboxes. Please ensure that you hand these forms in no later than the marked due date. If the form you're handing in includes money, please ensure that the money is placed in an envelope or zip lock bag and staple it to the form.
13. **Handing in Assignments:** When an assignment is due, or you have work that needs to be handed in, please place it the appropriate subject bin on the rainbow cart next to the student bins. If an assignment or project is too large to fit into the bins, Ms. Haskins will give you specific instructions on where to hand it in.

14. **Missing Assignments:** All work is due on the date specified on the whiteboard. If on the day an assignment/project is due you have nothing to hand in, you are required to hand in a "Missing Assignment Form" explaining why the assignment has not been handed in. The "Missing Assignment Form" is placed in the bin that the assignment would normally be handed into. Missing assignment forms can be found in the section labelled "Missing Assignment Forms" in the "Files" bin. If at any point in the year you've handed in more than 3 "Missing Assignment Forms," your parent/guardian will be contacted to discuss an action plan to help get you back on track.
15. **Work in Progress:** Any work in progress should be kept in your binder. If you are working on a group assignment/project, Ms. Haskins will provide you with space to store your unfinished group work.
16. **Sharpening Pencils:** You are welcome to use the classroom pencil sharpener during work periods. Please refrain from sharpening your pencil during lessons/discussions/presentations, etc.
17. **Borrowing School Supplies:** You are expected to have all the necessary supplies as indicated on your school supply list. If for whatever reason, you need to borrow a pencil, paper, or any other supplies, please see me at an appropriate time (e.g. during a work block) and I will get you what you need.
18. **Using School Laptops, iPads, Computers, etc.:** The equipment provided for us to use by the school is intended to be used by all students at Chaffey-Burke. As such, we need to be respectful of how we use and store the school's laptops, iPads, computers, etc. All devices should be used according to our school district's digital literacy guidelines. Please remember to save your work constantly (on your flash drive and on your school drive), and always log off when you are finished with the device. When you are putting the device away, be sure to plug it into the charger location indicated and check that it is, in fact, charging. All mice should be wrapped up (no loose cords) and placed into the provided basket.
19. **Signing Out Library Books:** You may sign out one book from the class library at any time. This book must be kept at school in your bin as it will be the book you use for the Daily 5. To sign out a book, please fill in the form in the blue library binder. When you are finished with the book, please fill in the return date and shelve the book in its appropriate location.
20. **Signing Out Board Games/Puzzles:** Board games/puzzles/Kanoodle, etc. may be signed out only after you've had a lesson teaching you how to play the game. If you would like to use a board game or puzzle, please sign it out using the "Game Sign Out" sheet. Games must be returned in the same condition in which they were borrowed, with no missing or damaged pieces.

Things That Will Make Your Teacher (and Your Classmates) Happy!

21. **Coming to Attention:** Depending on the activity, I will do one of three things to get your attention: I will ring a chime, I will ask for your attention with a countdown or we will do a call and answer. Regardless of which method I use, please do the following five things: have your eyes on me; be silent; be still; have your hands free (i.e. put things down) and listen.
22. **Classroom Volume:** There are times when we'll be really loud and other times when we'll be silent. Our class volume levels depend on *what* we are doing and *where* we are doing it. Noise expectations will be provided before beginning work – if a noise instruction is not provided and in general, the following should always be respected:
 - Speak only to the people in your general vicinity (e.g. no calling across the room to get your classmate's or teacher's attention).
 - At our loudest we should remain speaking (save screaming and yelling for outdoor play).
 - If you absolutely must talk during a time when silence is expected (e.g. during a lesson) please do so by whispering.
23. **Changing Subjects/Transitions:** When transitioning from one subject/activity to the next, you will receive a verbal announcement of "5 minutes left." Please use the remaining 5 minutes to wrap-up what you're doing, put away any items you will not require, and collect what you need for the next subject/activity. Once the 5 minutes is up, I will call you to attention and have you proceed quickly and quietly to the next activity.

Other Things That Are Good to Know

24. **Classroom Jobs:** You will be assigned a classroom job. Some jobs are doubled (meaning two students will do that job) and many are individual jobs. In addition to going over the job descriptions as a class, job cards will be placed in the appropriate envelope on our classroom jobs board. Please read the job description card after you receive your assignment to familiarize yourself with the role. During our clean-up at the end of day, students with classroom jobs marked EOD (End of Day) will complete their jobs. Other jobs (including some marked EOD) happen throughout the day, or on a particular day or time each week.
25. **If You Need Help:** Help is always available if you need it. The important thing is to know when and whom to ask for help. If you need help with instructions, please re-read the assignment handout first; you'd be surprised how often the answers are right in front of us! If you still need help, or if you don't understand a concept we are working on, ask someone at your table pod. If they do not have the answer you're looking for, please raise your hand, and I will either come to you or call you to where I am. If you see that I am working with another student or speaking with a colleague, please wait to raise your hand until I'm available (proceed to the next question while you wait).

If at any time, you need to talk about something in private, please see me at lunch or after school. If you would rather speak to someone else, please reach out to another trusted adult (e.g. a former teacher; Ms. Carroll, our counsellor; Ms. Clark, our vice principal; Mr. Bortolussi, our principal, etc.).

26. **Physical Education:** Please ensure that you have a clean P.E. strip (t-shirt and shorts/track pants) and appropriate running shoes on days when we have P.E. scheduled. Your P.E. strip should be in a bag labeled with your name and should be kept in the cloak room.
27. **Walking Through the Halls:** Please remember that there are over 570 students in our school working hard each day. Be mindful of this when walking through the school halls. Always walk in a **single-file** line to allow other people to share the space and remain silent.
28. **Assemblies:** Assemblies can be very exciting and energized events, but they can also be long and sometimes feel boring. Regardless, remember that one of our expectations is to treat people with dignity and respect. This means listening intently during presentations (remember the 5 things we do when someone is speaking) and sitting on our bottoms to allow those behind us the opportunity to see. You may speak quietly between presentations or while we are waiting for the assembly to start. Please plan to visit the washroom before the start of an assembly. Grade 7s, you are the most visible students in our school during assemblies – this means that it's your responsibility and duty to model what respectful audience behaviour looks like.
29. **Finished Early?** If you finish your work/assignment early, please check over your work and ask yourself, "What can I do better?" If you cannot find anything that can be improved, look harder! Check for spelling, math errors, correct sentence structure/grammar, etc. and be 100 % confident in your work. Once you are sure that your work is the best it can be, you can do any of the following:
 - Read silently
 - Write in your journal
 - Work on math enrichment questions/problems
 - Play a single-player puzzle game, such as Kanoodle.
 - Play a board-game quietly with a classmate who is also finished early (only choose this option if you can do so without disrupting your classmates who are not yet finished)
 - Draw/doodle
 - Work on your classroom job
 - Organize your bin/papers/supplies

Additional Procedures/Changes

(Please record any new procedures or changes below)