

Mrs. Waite's 4<sup>th</sup> Grade

# Classroom Rules & Procedure Packet



Knowing what to do and how to do it!

Name \_\_\_\_\_ # \_\_\_\_\_

# Procedures

Though many of the routines and procedures we will follow throughout the school year will be best learned during our time in the classroom, it is important to be aware of the expectations Mrs. Waite has for her fourth-grade students.

1. Entering the classroom
2. Sharpening your pencil
3. Using the hand sanitizer
4. Asking to use the bathroom
5. Keeping your desk clean
6. Raising your hand
7. Receiving a paper
8. If you were absent
9. Lining up
10. Walking in the hall
11. Respecting adults
12. If the phone rings
13. If an adult enters the room
14. Using a water bottle
15. Listening to the announcements
16. If the teacher is out of the room

## Special Procedures

\*Due to new health & safety rules in our school, all students must keep a 6ft distance when amongst their peers (notice our desks!). Any time we come closer than 6ft from each other (ex: walking in the hallway, using the restroom, working in a small group, etc.), we will need to wear our masks.

When you are sitting at your desk, you may take your mask off, and hang it on the hook on the right side of your desk.



17. If you finish a task early
18. If you need a pencil or paper
19. Getting quiet
20. Learning positions
21. Asking a question
22. Passing in papers (#'s)
23. If you are ill/walking to the nurse
24. Lunchtime
25. Indoor recess & recess materials
26. Student Weekly Agenda
27. Daily Schedule

## **Using Google Classroom**

(and other online learning tools)

This school year, students will be using "Google Classroom" for many different learning experiences. "Google Classroom" requires the use of a technology device & experience with the program. We will be spending time practicing the use of "Google Classroom," so soon, each student will feel comfortable and confident using it on their own. We will also be using other online programs, like Xtra Math, Prodigy, & Spelling City, all for learning purposes!

**\*Please remember:** "Google Classroom" is just what it sounds like: a classroom! This means that any work you complete through "Google Classroom" is just as important as any assignment you are given in the classroom.

# 4<sup>th</sup> Grade Classroom Rules

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Morning Routine

1. Place all personal belongings (i.e. coat, backpack, etc.) on **your** hook.
2. Enter the room **quietly** & greet Mrs. Waite & your classmates.
3. Go to your desk and check to make sure you have **EVERYTHING** you will need for the day (i.e. pencils, daily agenda, etc.).
4. Turn in homework (remember your number!)
5. Give Mrs. Waite any lunch money and/or notes from home.
6. Have breakfast & take care of garbage properly (optional!)
7. Read the "Morning Message" on the board (for special directions)
8. Go to the bathroom
9. Complete morning work (posted on the board)
10. Read quietly at your seat when done with everything else
11. **FREEZE** and listen to the announcements.
12. **HAVE A GREAT DAY!**

# End of the Day Routine

- ✓ Look at your agenda: Do you have your homework and everything you need to complete it?
- ✓ Clean underneath and around your desk, then wait to for Mrs. Waite to give you the "OK" to get your belongings.
- ✓ Pack up everything you will need for the night (homework folder, library book, pencil box, etc.).
- ✓ Wait behind your seat **QUIETLY** to be dismissed to your bus or parent-pick-up line.

# Strikes

When rules or procedures are not followed, the "Strikes" will be in effect. The first time Mrs. Waite has to talk to a student, that student will have his or her name recorded on the board as a "warning." If the student is spoken to again, he or she will begin to accumulate "**strikes**" for each incident. The "strikes" are as follows:

- 1) 10 minutes on the wall at recess
- 2) 20 minutes of recess in the classroom and "stop and think" sheet
- 3) All recess in the classroom, "stop and think" sheet, and a call or note sent home to parents

At the beginning of each day, every student enters the classroom with no strikes. (If time-in has not been served from previous day, that time-in will need to be completed the next day).

## Class Dojo



Our class will be using "Class Dojo" to help track behaviors (both positive & negative)! Any time a student shows a notable behavior, they will be awarded a point (+) or lose a point (-).

If a student receives a strike, they will lose a point (-) through Class Dojo, and it will lessen their chances for being selected for a prize.

Positive points (+) help students collect points for their groups, and winning groups get to put points towards rewards!

\*Additional details on the next page!

# Homework

Homework is just as important as the work that we complete in the classroom. Because of this, it is necessary that everyone puts forth their best effort to complete their homework every night that it is assigned.

When homework is assigned, everyone should take home the correct resources that will help them complete the work. If you have trouble with the work, please try your best, and check in with Mrs. Waite before the school day begins.

If you do not complete your homework and hand it in on time, you will complete your missing work as additional homework the day it was due. For example, if math homework was due Tuesday, and you did not complete it on time, you would have your regular Tuesday homework, AND the homework from Monday.

Any homework that is incomplete will receive an "Oops Notice." In order to receive **half** credit for the work, students must complete the missing work AND have the "Oops Notice" signed by a parent/guardian and returned to Mrs. Waite the next school day.

**\*REMEMBER: Homework is graded, so please make every effort to complete it every night is it assigned!**

## Class Rewards

The class will have the opportunity to work towards a class reward on a daily basis through "Brownie Points." If the class fills the "pan" with a dozen "brownies," everyone will receive a class reward. Ways the class can collect brown points include:

- All students have their homework done, no students receive a strike for the day, the class does something good and it is noticed by Mrs. Waite or another teacher, etc.

## Group/Individual Rewards

An excellent way to get to know your classmates and succeed in the classroom is through positive group work and interaction. Therefore, Mrs. Waite likes to reward groups that work well together! Using "Class Dojo," each student will be put in a group. Throughout the day, students in each of the groups can earn points (+) for doing good deeds (i.e. participating, helping a classmate, etc.). At the end of each day, At the end of each day, the group that received the most number of points (+) will have their names entered in the "the jar." At the end of two weeks, Mrs. Waite will choose a certain number of names out of "the jar." If your name is drawn, you can choose from a number of "prizes."

**Other ways to add your name to "the jar" include having your weekly agenda signed each day for a week, receiving 100%'s on tests, completing your "job" all week, and being an exceptional classmate and student.**



Let's work together and make sure that we have the most productive, exciting, and memorable school year ever! ☺



I understand the procedures and rules that Mrs. Waite has for her classroom. I will do my best to follow these procedures and make this a great year!

---

Signature

---

Date