

Miss Bisceglia’s

4th Grade

2015-2016

Procedures

**My responsibilities as teacher are:**

1. To treat each student with respect and care as an individual.

1. To provide all students with a safe and orderly classroom environment.
2. To consistently and fairly implement necessary rules and consequences.
3. To provide appropriate motivation for all students.
4. To provide time for all students to receive extra help when needed.
5. To teach all students the required content for Fourth grade (as outlined by the Colorado and Common Core State Standards and DPS Curriculum).

**Your responsibilities as a student are:**

1. To treat everyone with respect and care as individuals.
2. To attend school regularly.
3. To cooperate and make good choices.
4. To study, complete homework, and turn in assignments on time
5. To ask questions and come in for extra help when needed.

**Morning Routine**

1. When you arrive at school in the morning (between 8:00-8:35), students are able to eat breakfast in the cafeteria. Once students have finished breakfast they can go out to the playground and play until it is time to line up.
   1. **Students NOT inside the classroom at 8:50 are considered TARDY and must get a TARDY SLIP from the front office before coming into our classroom.**
   2. **Unless accompanied by parents who have signed in at the front office, all students are asked to enter through the back gates rather than entering through the school building.**
2. Enter the building silently. Place your backpack/outerwear in your locker, gather your things for the day.
3. Any important papers that need to be handed in should be placed in Miss Bisceglia’s Mailbox. Please do not hand Miss Bisceglia notes.
4. Make sure you have at least two sharpened pencils at your desk or a mechanical pencil.
5. If there is homework to hand in place it in the corresponding basket and place your agenda on your desk to

be checked.

1. Have DLI out and work silently until it is time for instruction to begin.
2. Morning time is not time to finish homework.
3. If you have a morning classroom job, complete your job at this time.
4. You may then read silently until the rest of the class is finished, or until Miss Bisceglia gives other directions.
5. **Prepare yourself to do your personal best, have a positive attitude, and a successful day!**

**Giving Attention**

I will call for your attention by ringing the bell one time. Please turn with your eyes on me and mouths closed to signal that you are attentive and ready to begin the day or next portion of the lesson. When I ring the bell please follow these important steps:

1. Stop talking.
2. Give your full attention to the teacher or the person talking.
3. Set down everything that is in your hands.
4. Give the speaker eye contact.
5. Concentrate on what is being said.

**Walking in the Hallways**

It is VERY important that we honor the learning of all students. To do this, we will follow these simple guidelines while walking in the halls.

1. Face forward and walk directly behind the person in front of you.
2. Stay in your assigned line spot the entire time in line.
3. Do not touch anyone else in line or any items hanging on the walls.
4. Remain quiet while walking, so that we can be respectful of the other classes that are in session.
5. When walking down or up the stairs stay in single file against the railing. Make sure you are not stomping your feet; stairs can be very noisy.

**Pencils**

Students will receive a mechanical pencil with their name on it at the beginning of the school year. When students run out of lead they will be able to get a new piece of lead from the students in charge of lead administration. Students will also have the option to have a wooden pencil if they choose. Students will not be able to sharpen their pencil or get lead during instruction. Students who lose or break their mechanical pencil will be given a sharpened wood pencil as replacement.

**Electronics**

Electronics are allowed, but will be collected daily. It is unsafe to leave cell phones and other electronics in lockers and desks. There will be an electronic sign in and sign out sheet to keep track of all electronic devices.

**Toys**

Toys such as Legos, trading cards, loom bands, and other items that will distract from learning are not allowed in the classroom. Any items that are found to be a distraction to students will be taken away and returned in June on the last day of school.

**Gum/Candy**

As it is a school wide rule, gum and/or candy are not allowed to be eaten in any classroom, unless given as a reward. If I do give you candy as a reward, it must be eaten in my classroom, or after school, not in another classroom, such as in Specials.

**Snacks/Drinks**

Please bring a healthy snack daily. Please send items like fruit, granola bars, dry cereal, etc. over chips, candy, and cookies. Please do not send in a wet snack that requires a spoon. Be sure that you have a water bottle, frequent water breaks throughout the school day are disruptive to the learning process. In order to keep our classroom in great shape, we have a PLAIN WATER ONLY policy in the classroom. You may keep your water bottle under your desk and access it throughout the day.

**Bathrooms**

Students are expected to also use the restroom before coming to class in the morning as well as at lunch. Each student will also be given two passes to use the restroom when needed throughout the day. Unless it is an emergency students will only have two passes to the bathroom a day.

**Birthdays**

Please feel free to send a special treat to be shared with all the students on or around our child’s birthday. Treats will be handed out in the last half-hour of the day.

**Group Work**

1. Work with your assigned group at all times, and do not distract other groups.
2. Use a 12 inch voice when speaking and active listening when listening
3. When given group jobs, make sure you are completing your job and allowing others to complete their job.
4. Actively participate by sharing ideas—remember to stay focused on the task at hand.
5. Ask other students before asking me (try to solve the problem within your group first).
6. ABSOLUTELY NO PUT DOWNS!
7. When your teacher signals, stop whatever it is you are doing IMMEDIATELY and listen to directions.

**Homework**

Homework is an essential part of your learning experience. It helps to reinforce what is being learned at school, which leads to a deeper understanding of the content. All assignments have been closely reviewed and carry weight to the deeper understanding of the focus goals for the week. Homework will be a very beneficial part of your 4th grade experience, and will better prepare you for next year. Homework will be sent homework will be sent home weekly and will be posted on Google Docs.

* Make sure your name is on every assignment. Assignments with no name will be placed in the No Name pile.
* All class assignments and homework should be finished **neatly and completely**.
* Always do your personal best when completing work!
* **Homework should never become a battle at home. If anyone starts to become upset, put the homework away, email Miss Bisceglia about the trouble, and bring the homework to school the following day to get help.**
* Homework is handed into the corresponding subject’s basket first thing in the morning. Work will considered late if it is finished in class.
* If you become stuck on a specific problem on the assignment, please indicate on your homework sheet that you were having trouble. Homework checkers will inform Miss Bisceglia so she can help you at a later time in the day
* All students who have turned in all of their homework on time for the week as well as good behavior will be rewarded with a Dojo Point Bonus

**Late Work/ Missing Work**

Homework/projects are expected to be turned in **on** the due date. Students who do not hand in their homework on time will lose Dojo points for each subject. Students will be expected to make up any missing assignments as well as that night’s homework. If a student has 3 or more late/missing assignments in one week there will be a call made home.

**Absences**

* If you know that you will be absent, please let Miss Bisceglia know as soon as possible so that you can have your work ahead of time.
* Students are required to make-up **ALL** assignments that they missed while absent or out of class (unless other arrangements have been discussed between Miss Bisceglia and a Parent/Guardian).
* On the day that you return to school, check the Absentee Folder on your desk and make sure to discuss with a classmate that you have all of your missing assignments. **Ask another student about what you missed first before Miss Bisceglia** Do not interrupt instruction to ask about absent work.
* Write **ABSENT** at the top of the assignment before you turn it in.
* When absent you are given the same amount of days to complete your make-up work. For example, if you were absent for one day, you have one day to make up your work. Work turned in later, will be marked late, unless arrangements have been made otherwise.
* **It is the student’s responsibility to get any absent work from Miss Bisceglia and get it turned in on time.**

**Agendas**

* Agendas will be provided for each student. This is what you write your homework in each day.
* If work was not completed during class time, it is your responsibility at the end of the day to write the work in your agenda as a reminder that it is homework.
* The agenda will be filled out with what is for homework each night
* Every night is **the student’s** responsibility to get their homework done and agenda signed by your parent. **An Unsigned Agenda = a loss of one Dojo Point.**

**Nightly Reading**

You are **required** to read at least 30 minutes each night, and this is considered to be a part of your nightly homework. This reading can be shared between you and an adult or sibling. You will record your nightly reading minutes in your Reading Log along with a 5-8 sentence summary of what you read. Reading minutes need to be initialed by your parent each day, and totaled at the time that they are turned in. ***IN CLASS READING DOES NOT COUNT TOWARD YOUR DAILY READING.*** All reading logs must be turned in each Friday.

**Classroom Rules/Rewards/Consequences**

Classroom management is one of the most important aspects of my job as a teacher. I want to provide all students with a safe and orderly environment where learning can flourish. I expect each student to act in ways that are beneficial to his/her own learning experience, as well as the learning experience of the rest of the class

**Classroom Rules**

1. Be Respectful – Treat others and all materials with respect.
2. Be Prepared – Have what you need, when you need it. Follow directions the first time that they are given.
3. Give your Personal Best – Give your best effort always and in every area.

**Classroom Rewards**

Students will be able to earn Dojo Points daily for many different reasons such as; following directions, being on task, respectfulness, responsibility, and many other positive behaviors. The class will set goals and students who have reached their points goal by the deadline will earn a reward. Parents will receive log in information for [www.classdojo.com](http://www.classdojo.com) and will be able to view their child’s Dojo profile whenever they choose. This website is a good way for parents to stay up to date on their student’s daily behavior.  **Examples of other rewards are:**

* Verbal praise
* Positive notes/Phone calls home
* Fun Projects/Class Activities & Games

**Class-wide Incentives**

As a class, we do have opportunities to earn CLASS-WIDE rewards for our behavior as well! The class can earn **GEMS** for good behavior, following directions, quick transitions, compliments from other teachers, and many other ways as I see necessary. Once the class fills the GEM jar**,** the class will vote on a class wide reward, like extra recess, a movie, ice cream party, etc. After the reward the class can start working toward another reward.

**Classroom Consequences**

Students can also lose Dojo Points for disruptive behaviors, not following directions, and being irresponsible. The website records all the positive and negative points students earn and graphs the percent of positive points a student earns. Students who have below 75% positive points will have their Dojo graph sent home to be signed by their parent/guardian on Fridays.

**Classroom Jobs**

Each student will have the chance to apply for different classroom jobs. All students will receive a job that will be preformed daily. Students will earn daily Dojo points for completing their job. Students will apply for a new job in after Winter Break. Classroom jobs allow students to take responsibility for helping the classroom run smoothly. Students will be responsible for organizing supplies, cleaning areas of the classroom, helping the teacher, and keeping track on information. When students take responsibility for the day to day running of the classroom they have a greater respect for classroom materials, rules, and policies.

Parents/Guardians and students, please take the time to check-off these items as you review them together. Write down any questions or comments that you may have at the bottom or back of the page. Please sign and return this packet to be retained in your child’s homework folder.

\_\_\_\_\_\_\_\_\_ I have read and understand the **Procedures** contained within this booklet.

\_\_\_\_\_\_\_\_\_ I have read and understand the **Homework Policy**.

\_\_\_\_\_\_\_\_\_ I have read and understand the **Classroom Rules, Rewards & Consequences**.

**STUDENTS:** I will honor the contents of this procedure booklet while in Miss Bisceglia’s Class.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**PARENTS/GUARDIAN:** I will support the procedures contained within this procedure booklet.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_