This classroom handbook compliments the information included in the Student Agenda School Handbook. The purpose of the classroom handbook is to inform students and parents of the classroom expectations that will support making your child’s classroom a supportive, positive and inclusive learning environment for all!
Greetings From Mrs. Joanna Ferensowicz: I want to welcome you all to our Grade 4 classroom. This is an exciting part of the school year as we begin a new learning journey. Our District theme for this school year is “Ask and it will be given to you” – Matthew 7:7. I look forward to meeting all the Parents and Guardians during our initial Parent Teacher Interviews in September.

Important Parent Information

Teacher Contact Information

Email: joanna.ferensowicz@cssd.ab.ca

St William School: 403-500-2055: I will try to reply to any email communication in a timely manner, usually within 24 hours.

Check out our classroom blog for reminders, updates, homework, and curricular programming. http://william6g.blogspot.com/

Sign up for email updates from the blog to see the blog within 24 hours.

In grade 4, we use our agendas daily to reinforce student organization and regular communication with home. It is expected that a parent or guardian read the daily agenda message and sign. Please feel free to utilize the agenda to communicate with your child’s teacher.

Parent Volunteers in the Classroom

Parent volunteers are welcome in the Grade 4 classroom! Help with in class projects, reading and math practice and fieldtrips is enthusiastically appreciated.

ALL volunteers are required to complete a volunteer orientation each year, prior to volunteering.

Please contact me or the office for more details.
<table>
<thead>
<tr>
<th>Recess Routines and Sample Snacks</th>
<th>School Supplies</th>
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<tbody>
<tr>
<td>For safety reasons students can participate in recess games within their own Division (Gr 4-5-6). This will be revisited throughout the year as necessary.</td>
<td>Learning is a community experience. As such any extra supplies will be collected by the teacher and distributed as necessary.</td>
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<tr>
<td>Snack time will be in the classroom promptly prior to/or following recess. Students are asked to have one or two healthy easy-to-eat items to ensure a successful day of learning.</td>
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<tr>
<td><strong>Our school district supports non-processed snacks are optimal for student performance.</strong></td>
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<tr>
<td>Snack should take no more than 5 minutes to consume. Items that require utensils or napkins are discouraged.</td>
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<tr>
<td>Students are encouraged to have a water bottle throughout the school day and to wash it regularly. Sharing of snacks and water bottles is discouraged.</td>
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<tr>
<td>Managing Student Lockers</td>
<td>Classroom Celebrations and Birthdays</td>
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<tr>
<td>Students will be assigned a hallway cubby to store outdoor attire, lunchboxes, backpacks, etc. Students are expected to bring all necessary materials to class at the morning bell.</td>
<td>Birthdays are a wonderful time to celebrate! Students are allowed (but not required!) to bring in snacks for their birthday. Please do not send anything that requires cutting and include enough for all students. Be considerate of allergies (no nuts). Healthy treats are encouraged. Treats will be handed out at the end of the day.</td>
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<tr>
<td>Occasional class movie parties will be hosted throughout the year (Christmas and Easter). Students are allowed to bring in their own snacks for these occasions. Specifics to follow as necessary.</td>
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<tr>
<td>Scholastic Book Orders</td>
<td>Learning Commons Book Return Day Routines</td>
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<tr>
<td>Book orders will be handed out monthly and will be optional for families. Order due dates will be indicated in the agenda. Please note that you can now pay online!</td>
<td>Students have a scheduled library day once every 6 day cycle. Students are required to have a reading book (at their independent level) for daily reading practice. Students are required to return to renew their books at each library period. Students will be informed if their books are overdue.</td>
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<tr>
<th>Provincial Exams</th>
<th>Physical Education Routines</th>
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<tr>
<td>Parents will be informed of any District wide exams in a timely manner (CCAT).</td>
<td>Students are scheduled to have PE on a daily basis. Grade 4 students are expected to have indoor running shoes for all physical education classes.</td>
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<tr>
<th>Parent Teacher Interviews</th>
<th>Curriculum Information</th>
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<tbody>
<tr>
<td>I look forward to meeting with you during oral interviews on September 21 as well as in December and in March. Interviews provide an excellent opportunity for us to discuss your child’s learning goals and jointly plan for your child’s success. Students are welcome to attend. More information is in the agenda and monthly newsletters. Interpreters are available free of charge.</td>
<td>Include links here as well as links to social skill programs of Zones of Regulation and Superflex.</td>
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<tr>
<th>Projects and Assessment Information</th>
<th>Learner Support Plans</th>
</tr>
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<tr>
<td>Assessment is a wonderful opportunity to celebrate your child's success and recognize space for growth! Student assessment is ongoing through a variety of means. Rubrics will be posted on the classroom Blog. Assessment is cumulative.</td>
<td>Children with diverse learning needs will have the support of a Learner Support Plan to ensure his or her learning needs are met. Each year parents have input into the LSP goals and will meet in October, December, March and May / June to review and update as required.</td>
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Technology in the Classroom & Student Log

In Information

Technology in the classroom is a regular part of a 21st century learning! Students will have technology as part of their classroom experience and their homework expectations. Students are encouraged to bring their own headphones to class. Headphones will be kept in a zip lock bag with labeled name in a bucket.

Seating Plans

Seating plans are intentionally created to support the best learning environment for the class. They will change from time to time. Should you have concerns with the seating plan, please contact me.

Student Medication

School staff are not permitted to administer medication or help students self-administer medication. Should your child require medication, please let me know and I can assist you with the securing forms for your doctor to sign.

Homereading / Homestudy Programs

Students are expected to read daily as part of their homework routine. Weekly homework will sent with the students each Friday and must be returned the following Friday.

Grade 4 Classroom Conduct:

- Treat everyone with kindness and dignity.
- Be positive, respectful and inclusive.
- Keep your space and our classroom clean.
- Demonstrate active listening and speaking skills.
- Be prepared to learn.
- Give your best each day!
Supporting Social Skill Development

St. William School supports positive social skill development through structured lessons using the Zones of Regulation and Superflex resources as well as through the support of district consultants.
Grade 4 Classroom Procedures

Procedures help us in life. We follow procedures for using a telephone book, boarding an airplane, approaching a traffic light and attending a wedding. The reason why procedures are important is that they help people function together as a group knowing the acceptable and efficient ways to do things.

Procedures help us to know what is expected of us and what we can expect from others.

Our classroom procedures will be discussed, rehearsed and reinforced throughout the year. The goal is to turn our procedures into habits!

Following procedures help keep us safe and help us get along as we share space. Here are the procedures we discussed for our classroom:

1. Entering the Classroom (Morning Routine)
2. Attendance
3. Late Arrival
4. O Canada and Prayer
5. Announcements
6. Missed school or class time
7. Teacher's attention signal
8. Getting out of your seat
9. Assignments
10. Having your materials ready
11. Working in groups or partners
12. Independent work
13. Lining up to leave the room
14. Hallway Happenings
15. Snacks
16. Staying Hydrated
17. Washroom breaks
18. Leaving the classroom
19. Maintaining Student Notebooks
20. Handing in Assignments
21. Asking questions/ participating in class
22. Accessing Help
23. Assignment Completion
24. Visitors to the room
25. Guest teachers
26. Responding to fire drills, lockdowns, and other alerts
27. Sudden illness
28. Textbooks & school materials
29. Classroom Responsibilities
30. Staying Organized
31. Agendas
32. Homework / Home study
33. Dismissal
34. Lunch Procedures
35. School Phone / Personal Device Use
36. Gym Class Routines
1. Entering the School and Classroom (Morning Routine)

- Wait for the teacher to pick you up from the outside door.
- Place outside shoes on rack.
- Walk calmly to locker to hang up outside clothes and backpack.
- Bring all materials with you from your backpack/locker.
- Walk in quietly.
- Hand in any forms, money, or homework into the hand-in bin.
- Place your agenda neatly on pile on the table, open to the correct page.
- Be seated at your desk and begin your bell work.
- Read quietly at your desk if you finish your bell-work early.
- Stand for O Canada and Prayer. Participate!
- Listen quietly to the announcements - keep informed of the great things happening at our school!

2. Attendance:

- When the morning and after lunch bells ring, attendance will be taken.

3. Late Arrival:

- If you come to class after the 8:40 am, 10:30 am, or 12:47 pm bells ring, you are considered to be late.
- If you arrive after the entry bells, you will need to enter through the front door and check in at the office before coming to class.

4. O Canada and Prayer:

- Students will stand quietly and respectfully beside or behind their desks and participate in O Canada and daily prayers. If you are not by your desk when O Canada starts, FREEZE where you are and stand quietly and respectfully.

5. Announcements:

- During announcements students will be seated and listen attentively. If there are announcements during class time, stop what you are doing and listen. When they are finished wait for teacher's signal to continue working.
6. Missed School or Class time:

- When a student misses school, a handouts will be placed in a file folder on the student’s desk. A homework buddy will keep track of assignments on a sheet of paper. When the student comes back to school he/she know to complete the missed work on the sheet. Any work missed will be available for pick up by parents or siblings at 3:10 p.m. on each day they have missed. Students who may only miss part of a class please see the teacher after class for missed work.

7. Teacher’s Attention Signal:

- A teacher may use a bell to signal a student’s attention for conveying instructions and or directions. At the sound of the bell student’s eyes are on the teacher and waiting to listen for the teacher’s next instructions and or directions.

8. Getting out of your seat:

- When moving around the room, first ensure it is an appropriate time to do so (during “work time,” not during “teaching time” or while the teacher is talking to the whole class.) When moving around do so quietly and respectfully.

9. Assignments:

- Students will be given detailed outlines and rubrics for all major assignments. They will also be told in advance of all due dates. Occasionally, due dates may be adjusted to reflect student needs.

10. Having Learning Materials Ready:

- You must have all the required materials ready to go at the beginning of a class or period. If you need materials that are not at your desk, get them before the lesson begins or before the teacher starts teaching. Once the lesson has begun, do not interrupt. Wait patiently until work time to get the materials you are missing.

- If a student leaves materials in their locker, they will not be permitted to go and get them until work time is given, even if it is an assignment that we are correcting. They must sit quietly and respectfully and wait.
11. **Group Work and Partner Work:**

- Students are placed in teacher-assigned groups and partners. Students are reminded of the procedures for group work:
  
  | G  | Give thoughtful feedback |
  | R  | Respect others and their thoughts |
  | O  | On task ALL the time |
  | U  | Use soft voices |
  | P  | Participate actively |
  | S  | Stay with your group |

12. **Independent Work:**

- Students will work quietly at their desks or assigned areas.
- Students will use a color coded card system hanging on the side of their desks to communicate their needs and questions.
  
  - **RED** - I NEED HELP
  - **GREEN** - I CAN WORK INDEPENDENTLY
  - **WHITE** - I REQUIRE A BATHROOM/DRINK BREAK

- If students need to wait for the teacher to help, they may quietly “ask 3 before me”.
- If students do not find the answers needed from classmates and the teacher is helping someone else, they may not sit and do nothing. Students should move on to the parts of the assignment that they can do without help.

13. **Classroom Line Up Procedures**

- The teacher will ask students to line up at the door. Students will tidy their desk area before leaving. The teacher or designated student may call groups of students to line up when they are ready (i.e. they are quiet and their area is clean). Students will wait quietly in line for teacher to give permission to leave the room. If talking, students will return to their desks. Nothing is to be left on or around desks when leaving the room.
14. Hallway Happenings – A Safety Procedure!

Students in Grade 4 set the example for younger students who see them in the hallways. As well, we do not want to disrupt the learning of other students in the building. Therefore when we walk in the hallway, individually or as a group, the following procedures will be followed:

- Hands at your side
- All eyes forward
- Lips “zipped”
- Low speed

15. Snacks:

- Students are encouraged to bring a healthy snack (2 small item) to class with them to eat 5 minutes before morning recess. Snacks are encouraged to be easy for students to eat in a short time.
- Students are to leave their lunch kits in their lockers during snack.

16. Staying hydrated during school:

- Students are encouraged to have a flip top lid water bottle with them in the classroom. Water bottles are to be washed at home each night.
- Water bottles may be filled before school, at recess, during lunch, or once work is completed. Students may not fill water bottles during a lesson, while the teacher is talking to the whole class, or when there is work to be done. Students may use the water fountain to fill their bottles.
- Students without water bottles are encouraged to use the water fountain before school, at recess and lunch, and immediately after gym or music, and not during class time. Students may ask to get a drink from the fountain once their work is completed, but not during instruction.
17. Washroom Breaks:

- Students are asked to use the washroom before school, during recess, or at lunch.
- In an emergency, if a student needs to use the washroom, he or she will let the teacher know that he or she is in the washroom by placing a white card on his/her desk.
- Only one girl and one boy are permitted to use the washroom at a time.
- Washroom breaks are not allowed during lessons, while the teacher is talking, or 5 minutes before the bell rings, except in the case of a very dire emergency.

18. Leaving the Classroom

- For safety reasons, students leaving the room must have permission from the teacher.

19. Maintaining Student Notebooks:

- When notes are handed out or taken for daily lessons, students must place their name and the date on the top right corner of the page. This goes for all assignments and notes.

20. Handing in Assignments:

- Student’s completed assignments must be put into the hand-in box/tray on the morning that they are due.
- Students must check off their name on the checklist once their work is handed in. Failure to do so may result in confusion and students’ names appearing on the list of “incomplete assignments”.

21. Asking Questions/Participating in Class:

- If you have a question or a comment during class time you need to raise your hand and wait for the teacher to say your name.
- There is no such thing as a bad question. If you don’t understand just ask.
- Other students will show respect for the speaker at all times.
22. Accessing Help:

- "Ask 3 Before Me" - Check with three classmates if you are unsure of what to do before you ask the teacher.
- If you are seeking help outside of class time, recesses or lunch are the best time to stay behind and ask for help. The teachers may set aside morning or noon hour for help sessions if needed.

23. Assignment Completion:

- Students are expected to do their best work and review assignments for completion, accuracy and details before handing work in. When students have completed work, they are to ensure their work space and desk are organized. Second, they may quietly: a) work on other assignments, b) read a book or journal, c) engage in other activities to enhance learning.

24. Visitors to the Room:

- If someone knocks on the door or visits our room, students will briefly pause as the teacher answers the door. If it is an announcement for all students, everyone will put down what they are doing and focus their attention on our guest. If we have a guest in our room, students will be respectful and give their full attention to the speaker, questions can wait till the end of presentations. When done, we will continue back on task with our lesson.

25. Guest Teachers:

- Guest teachers (substitute teachers) are to be treated with even more respect and kindness than your regular teacher because she or he is a guest in our room. Students will make an effort to make the Guest Teacher feel welcome in our classroom.
- Students will demonstrate respect and co-operation at all times to assist the Guest Teacher with classroom routines and the lessons assigned to them.
26. Responding to fire drills, lockdowns, and other alerts:

- Follow teacher instructions for these alerts and drills, remain calm and drop whatever you are doing. If we are leaving the classroom students will line up and exit the school through the closest designated entrance. If you are not in the classroom, you must take the nearest exit and find your classroom teacher outside.
- For lockdowns, we will gather in our lockdown area near the back of the room. Students must be silent while we wait for further instructions. As well, students with cell phones must turn off their phones and place them in an area that is visible to the teacher.

27. Sudden Illness:

- Students who feel suddenly ill should get the teacher’s attention immediately. Do not hesitate to interrupt. If you need to use the washroom and a teacher is not available, tell the student next to you where you are going and that you are not feeling well.
- If necessary, students will phone home and follow St. William School Sign-out procedures.

28. Textbooks and School Materials:

- Students will have assigned text books. If you are taking a textbook home make sure that it has your name in it. If you are using materials that belong to the school treat them with respect and return them in the same condition you found them.
29. **Classroom Responsibilities:**

- Students will have classroom jobs assigned to them, which will change every week. If a student is away a replacement student will take their job for that day.

**JOBS:** *(Students will be assigned weekly job duties)*

- **Black/White Board** – At the end of each day, make sure that the white boards are cleaned; do not erase homework board.
- **Hand-Outs** – During the day the teacher will ask you to hand out supplies and notes to the students.
- **Classroom runner** – A student will be assigned as a daily classroom runner for bringing items from the main office.
- **Sweeper** – At the end of each day or after activities where it’s needed, sweep the floor around the room.
- **Prayer Leader** – leads the class in lunch and end of the day prayers.
- **Recycling** – Two students will be assigned for weekly milk and recycling duties.

30. **Staying Organized:**

- Your desk and locker are your responsibility. Keep them clean and organized! Food is NOT permitted to be stored in your desk.
- Extra student supplies will be stored in a common place in the classroom. When you need extras please take what you need and return to your spot.
- If you are out of something you need to write a note in your agenda to bring more from home.
- Any handouts given are to be put into the proper binder or duo tang as directed by the teacher. Follow the labeling your notebook procedure for all handouts to help keep you organized.

31. **Agendas:**

- It is a student’s job to show his/her agenda to his/her parent/guardian and have that person initial the agenda each day.
- Agendas will be checked by the teacher at the beginning (and sometimes the end) of every day. A quick note in a student’s agenda can be a very effective form of communication.
- Students are expected to have their agendas with them every day.
32. Homework:

- Student’s daily homework will be written on the homework board in the classroom. It is their responsibility to record this homework in their agendas and take it home, and to return it to school. Parents will be contacted when students are missing assignments for completion arrangements to be made.
- CCSD homework guidelines will be followed when assigning homework. https://docs.google.com/a/learn.cssd.ab.ca/document/d/1C8qAItSJlbjjo7LQ_k5Qil5oUwmhucOSgaJmEYNQxI/export?format=pdf

33. Dismissal:

- The teacher dismisses students, not the bell.
- Students must wait for the teacher to finish her lesson before they are dismissed. The classroom teacher will notify students when they free to go.

34. Lunch Procedures:

- At the noon bell dismissal, students will clean up their desk area, proceed to their locker, dress for the weather and go outside for noon Recess.
- Upon re-entry after the lunch bell; students will place their coats in their lockers, retrieve lunches, and proceed to the designated spot in the gym.
- Students will pick up all of their belongings, including items that require disposal, at the end of lunch before returning to class.
- At the end of lunch, all uneaten items must remain in the student’s backpack/locker.

35. School Phone / Personal Device Use:

- If students wish to use the phone they must ask for teacher permission. Students will not be permitted to use the phone during class time, except in the case of emergency.
- Student cell phones / personal electronic devices are not permitted to be used during school hours at St. William School at this time. If the school, in consultation with school council determines to permit personal devices at school, a Personal Device Agreement would be created and need to be signed by both parent, student and homeroom teacher. (See Administrative Procedure 145).
- https://docs.google.com/a/learn.cssd.ab.ca/document/d/14BBCyAeVZTXPeY1b1iVOXBrq-vTm4PnTJz7EpkaLqyk/export?format=pdf
36. **Gym Class Routines**

- Physical Education activities are held on a daily basis.
- Safety rules must be followed at all times by all students.
- Proper footwear is required. Without running shoes students will not take part in PE activities.
- When students come into the gym they are expected to sit on the Black Line and face the teacher and listen for instructions.
- The whistle sound is a signal for starting and ending all PE activities.
- Parents are expected to inform the teacher of any existing medical or physical condition of a particular student.

37. **Computer Lab Routines**

- Each student will be assigned a computer station for the entire year.
- Food, snacks and water bottles are not permitted in the computer lab.
- All computer equipment must be handled with the utmost care.
- Students must notify the teacher of any faulty or non-functioning equipment.
- Students will proceed with their assignments after listening to the teachers’ instructions and directions.

**Progressive Discipline Guidelines for Grade 4 (Joanna Ferensowicz)**

If students do not act with respect or demonstrate positive and safe conduct, a verbal redirection to appropriate behavior will be given. If the inappropriate behavior(s) continue, progressive discipline procedures will be followed:

- **Step 1**: Identification / redirection of the inappropriate behavior
- **Step 2**: Teacher / student conference to ensure a clear understanding of the concern. Conferences with other students may be appropriate.
- **Step 3**: Parents/guardians will be contacted and invited to meet and discuss next steps.
- **Step 4**: Progressive consequences will follow specific to the issue. This may include behavioral support plans, student contracts, time outs in the office.
- **Step 5**: Students will be referred to the office for support
- **Step 6**: Progressive discipline will be followed at the school level. Please refer to the St. William School Handbook found in the agenda or on the school website.

At **Steps 3 or 4**: A classroom behavior plan may be put in place, in consultation with the student, parents/guardians, and administration.
Both classroom and school progressive discipline policies follow the Administrative Procedure #350 found on the Calgary Catholic School District Website:

https://docs.google.com/a/learn.cssd.ab.ca/document/d/19U77o-BeEkqMICRzw5Ul4LOzVc9GJ4zoGvIE5iNPivk/export?format=pdf

**Dangerous, harmful, or unsafe behaviors will immediately be referred to the office.**

Students exhibiting positive behavior will be acknowledged and celebrated in a variety of ways!