



## Throughout the Day

### Restroom:

1. We will take a restroom break every hour.
2. If there is an emergency, hold up three fingers
3. Wait patiently, when I nod my head, walk quietly to the restroom

### Lining Up:

1. When the class is quiet, I will ring the bell.
2. At the bell, line up without talking. Boys in one line, girls in the other.
3. Walk in the hallway. Hands to yourself.

### Asking Questions:

1. Raise your hand
2. Wait patiently until I have the opportunity to answer your



## Beginning

### Entering the classroom:

1. Greet me & your peers with a smile.
2. Drag your name icon to your choice of lunch on the SmartBoard
3. Hang up coat/backpack
4. Start morning bell work

### Bell Work:

1. Pick up handout, sit at desk, and gather materials for class
2. Read the bellwork assignment on the board and start work
3. If you finish bellwork early, find something quiet to work on

### Meet & Greet:

1. When bell work is complete, sit quietly in the sharing area
2. Form a circle
3. I will direct you on the way we will greet each other for the day

Mr. Shroyer's

4<sup>th</sup> Grade  
Class



First Day of  
School



Informational Brochure  
About Our Class  
Procedures

## End of the Day



### Turning in Work:

1. 10 minutes before dismissal, all students will check their work for Heading Papers procedure
2. Turn your papers into Mr. Shroyer's Mailbox

### Dismissal:

1. At the five minute warning, clean your desk
2. Pick up trash on the floor, three steps around your desk
3. Stack your chair on desk
4. Wait quietly for MY dismissal. "Have a wonderful evening!"

## How The Procedures Are Taught

The classroom procedures will be taught very simply in three steps: **explain, rehearse, and reinforce.**

1. Explain: I will **explain** the procedure, **demonstrate** the steps, and **show** you how the procedure is to be done.
2. Rehearse: **You** will **practice** the procedure. I will help you do it **correctly.**
3. Reinforce: We will **repeat** the first two steps as often as we need to for the **whole class** to understand the procedures. The goal is for the procedure to be a simple **routine** for the whole class.

Q&A: Why are procedures a part of our classroom?

- They provide our classroom with structure.
- They save time and limit confusion.
- They help the class run smoothly.

"A rule is a *dare* to be broken, whereas, a procedure is not. A procedure is a *do*, a step to be learned,"

Harry Wong.

