



Classroom Handbook

Teacher: Mr. Allen

Classroom: 4/5A

Greetings From Mr. Allen

Hello Parents,

My name is Steve Allen and I am the Grade 5 teacher at St. Boniface. This is my third year teaching Grade 5 and I'm very excited to bring new lessons, activities, and optimism to what should be a fantastic year. Please feel free to contact me at any time through email with any questions, comments, or concerns. I look forward to meeting everyone and learning how we can make Grade 5 a fantastic year for your children.

Important Parent Information

Teacher Contact Information

Email:

Steve.allen@cssd.ab.ca

St Boniface School

403-500-2060

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.

In grade 5 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 it. Please feel free to utilize the agenda to communicate with Mr. Allen.



Parent Volunteers

Parent volunteers are welcome in our classroom! Any help with in class art projects, lesson preparation, reading practice and fieldtrips is enthusiastically appreciated.

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





Please contact us or the office for more details.



Homereading / Homestudy Program



Students are expected to read for a minimum of 15 minutes a night.

Reading can practiced with a favourite book, a recommended read, or even the back of a cereal box.

Read as often as possible

<p>Recess Routines and Sample Snacks</p> <p>Students are asked to have one or two healthy easy-to-eat items to ensure a successful day of learning.</p> <p>Our school district supports non-processed snacks, they are optimal for student performance.</p> <p>Items that require utensils or napkins are discouraged.</p> <p>Students are encouraged to have a water bottle throughout the school day and to wash it regularly.</p> <p>Sharing of snacks and water bottles is discouraged.</p>	<p>School Supplies</p> <p>Learning is a community experience. As such any extra supplies will be collected by the teacher and distributed as necessary.</p> 
<p>Managing Student Lockers</p> <p>Student have been assigned a hallway cubby to store outdoor attire, lunchboxes, backpacks, etc. Students are expected to bring all necessary materials to class as the school day starts.</p>	<p>Classroom Celebrations and Birthdays</p> <p>Birthdays are a wonderful time to celebrate! Students are allowed (but r required!) to bring in snacks for their birthday. Please do not send anything that requires cutting and be sure to 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.</p> 
<p>Scholastic Book Orders</p>  <p>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!</p>	<p>Learning Commons Book Return Day Routines</p> <p>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 or renew their books at each library period. A note will be sent home if books are overdue.</p> 

<p>The Religion Exam</p> <p>There is a province-wide Religion exam at the end of the school year. It includes a written part, short answer, and a project to be completed at school. We will be covering the exam material throughout the year and tips, materials, and other resources needed for the exam will be provided closer to test time.</p>	 <p>Physical Education Routines</p> <p>Students are scheduled to have PE 4 times a week with Mr. Hamel. Students are expected to bring appropriate footwear and bring a water bottle. At this time they do not need to bring a change of clothes for their physical education classes.</p>
<p>Parent Teacher Interviews</p> <p>We are looking forward to meeting with you during oral interviews on September 15 & 16 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.</p> <p>Please refer to the information sheet that was sent home regarding how to log on and book conferences through the Conference Manager system.</p>	 <p>Curriculum Information:</p> <p>This site is the Alberta Program of Studies and includes what students will learn and resources to support this learning.</p> <p>https://education.alberta.ca/programs-of-study/</p> <p>This is grade 5 at a glance:</p> <p>https://www.learnalberta.ca/content/mychidslearning/gradeatagance/grade5.pdf</p> <p>These are links to the social skill programs of Zones of Regulation and Superflex that we will be reviewing in class.</p> <p>http://www.zonesofregulation.com/index.html</p> <p>https://www.socialthinking.com/LandingPages/Mission</p>
<p>Projects and Assessment Information</p> <p>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.</p> <p>Rubrics and checklists will be posted on Google Classroom. Assessment shall be completed with formative and summative</p>	<p>Learner Support Plans</p> <p>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 at scheduled times throughout the school year to edit, add, and discuss progress.</p>

<p>evaluations through a range of observations, conversations, participation, performances, tests, quizzes, projects, and assignments.</p>	
<p>Technology in the Classroom & Student Log In Information</p> <p>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.</p> <p>Students are encouraged to bring pair of headphones if they do not have a set at school already.</p> 	<p>Student Medication</p> <p>School Staff are not permitted to administer medication or help students self-administer medication. Should your child require medication, please let us know and we can assist you with the securing forms for your doctor to sign.</p> 
<p>Seating Plans</p> <p>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 us.</p>	

Grade 5 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.
 - Follow the CODE-OF-CONDUCT that was filled out by each student
- Be prepared to learn
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Grade 5 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 can 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:

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

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.
- Place your agenda on your desk, open to the correct page
- Be seated at your desk and begin your bell work task.
- 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 8:55 am, or 12:45 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. A late slip will also be stapled into the agenda.

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 days, 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 3:30 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:

- We will have numerous attention signals that will help students focus their attention on the teacher. For example, a raised hand by Mr. Allen will be a request for a quiet room and students are expected to raise their hand to show attention.

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 raise their hands if they have questions.
- 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 will call groups of students to line up when they are ready (ie. 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 5 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:
 - **H**ands at your side
 - **A**ll eyes forward
 - **L**ips "zipped"
 - **L**ow speed

15. Snacks:

- Students are encouraged to bring a healthy snack (1-2 small items) during recess periods and lunch. 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 spill-free water bottle with them in the classroom. Water bottles will be sent home regularly to be washed.
- 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.
- Only one student is permitted to use the washroom at a time.
- Washroom breaks are not encouraged 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 bin 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:

- If you are unsure of anything during a lesson please raise your hand and ask any questions you need clarifying.
- If you are doing our work that Mr. Allen has assigned. You can quietly ask a friend or partner for help or ask Mr. Allen. Sharing ideas and information with friends is encouraged but only when it is focused on the task at hand!
- 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, c) engage in other activities to enhance learning. A list of early finishing activities is available once work has been completed.

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.

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. 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 ask your teacher for what you need.
- 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. Place all unfinished work in your unfinished work folder.

30. 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 and will have them out on their desks at the beginning of each day.

31. Homework:

- Student's daily homework will be written on the homework agenda 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/1C8qAI+SJlbjjo7LQ_k5Qils6oUwmhucOSqajmEYNQxI/export?format=pdf

32. 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.

33. Lunch Procedures:

- At the noon bell dismissal, students will clean up their desk area and follow Mr. Allen to their lockers. They will quietly grab their lunch and walk down to the Gymnasium
- Lunch is eaten in assigned groups, lines, and arrangements by the students.
- Students are expected to clean up any mess they make and ensure their lunch has been eaten by 12:20
- After they have been dismissed, there is a 20 minute recess until 12:40

34. School Phone / Personal Device Use:

Student cell phones / personal electronic devices are not permitted to be used during school hours at St. Boniface School at this time. Phones are to be left in backpacks or with the teacher during the day and they are to be turned off.