Monday, November 1st, 2010

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| **Arrival 8:00-8:30** |
| Greet students at the door.  Turn on Morning News (channel 07). All students put work away when Morning News comes on.  When morning news goes off, call tables to line up at the door for SPECIALS. |
| **Specials 8:35-9:20** |
| Walk students to selected special for the day. Pick students up at 9:20. Allow students to get water/bathroom on your way back to the room. 4 boys and 4 girls go in at a time. (Only if we are in ART, will the students need to get water/bathroom in the classroom, the rest of the specials you may stop at one of the restrooms in the hallway.) |
| **Calendar/Morning Meeting 9:25-9:45** |
| *NCSCOS Objectives:* |
| You may choose a few of the following to do with students: Calendar: Month, date, yesterday, today, tomorrow, months of the year, days of the week. Days in school: straws, tally marks, money. Weather and patterns. Math Challenge – Make up a challenge of your own. Poem/Song for the week (hanging on hanger on board). |
| **Centers/Stations 9:45-10:30** |
| *NCSCOS Objectives:* |
| Students come to the carpet if they have less than 3 items in their Work-in-Progress folders. Mrs. Clark rotates centers (2 rotations – 20-25 minutes each.). Students then disperse to their center and complete the chosen task(s). Students use “whisper voices” in their center, stay focused on their center, and work together with THEIR partner. If students have 3 or MORE pieces of work in their work-in-progress folder (purple folder in table baskets), they must stay at their seat to complete it until they have 0, 1, or 2 items. When it is time to clean up, Mrs. Clark will announce it, students clean their areas and put their supplies/work away, and come to the carpet quietly for their next center.  **GUIDED READING:**  \_\_\_\_\_red\_\_\_\_\_\_\_\_ & \_\_\_\_\_yellow\_\_\_\_\_\_\_\_Knights will be called to the round table in the back at the start of each center. They should go to their backpack and take out their “Take-Home” book to bring to the table for reading group. |
| **Reader’s Workshop 10:30-11:15** |
| *NCSCOS Objectives:* |
| Discuss a new community leader – Doctor/Vet – read story to build upon their schema  Record on Bubble Map good traits of community leaders  Allow students time to finish labeling their community, adding details, and coloring with colored pencils.  Students |
| **Lunch/Recess 11:25-11:55, 12:00-12:30** |
| Please have students clean up at 11:15 and show you which table is ready. Please move the table stick of which table is the quickest and quietest. Call tables by their color (mat under table basket: red, orange, purple, green, yellow) to line up at the door with their lunch/lunch money. Please walk them down to the bathrooms across from the dining room. Allow 4 girls and 4 boys l and to enter at one time by tapping them on the shoulder. You may pick a “statue picker” to pick the student who is standing tall and quiet like a statue – while you wait. After students are finished, guide them around the corner to the dining room. Allow lunchboxes to go in first, then students who are buying. You must help the students go through the lunch line until they have punched in their lunch number (Mrs. Clark will help). Pick up the students at the doors across from the restroom at 11:55. Walk them back to our room. Allow students to put lunches away and use bathroom if they need to. Students who do not need to will line up outside in the hallway facing the back doors. When all students are in line, lead them out the back doors and to the playground. Please follow the sidewalk AROUND the side of the building (parkinglot) to the double doors and enter through there with key). Students may get water and their math book from their cubby and be at their seat by the time you count down to 0. |
| **Math Workshop/WOW 12:35-1:50** |
| *NCSCOS Objectives:* |
| 1-9 |
| **Snack 1:55-2:10** |
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| **Writer’s Workshop/Science 2:10-2:45** |
| *NCSCOS Objectives:* |
| Mini-Lesson: How to Write a letter (greeting, date, 3 sentences, closing, picture)  Students will write their parents/guardians a thank you letter for Open House. |
| **Pack-Up/Dismissal 2:45-3:00** |
| Carpool , Walkers, and Van Riders are dismissed at 2:55, YMCA is dismissed at 3:00, Buses are dismissed at 3:00 until the last bus is called. Please see DISMISSAL chart clipped on board next to the calendar.  Students must remain in their seats and can choose 1 of 3 activities: read a book at their seat, write in their journal (in table basket), or finish their work-in-progress (purple folder in their table baskets). |

Tuesday, November 9th, 2010

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| **Arrival 8:00-8:30** |
| Greet students at the door.  Turn on Morning News (channel 07). All students put work away when Morning News comes on.  When morning news goes off, call tables to line up at the door for SPECIALS. |
| **Specials 8:35-9:20 - LIBRARY** |
| Walk students to selected special for the day. Pick students up at 9:20. Allow students to get water/bathroom on your way back to the room. 4 boys and 4 girls go in at a time. |
| **Calendar/Morning Meeting 9:25-9:45** |
| *NCSCOS Objectives:* |
| You may choose a few of the following to do with students: Calendar: Month, date, yesterday, today, tomorrow, months of the year, days of the week. Math Challenge – Make up a challenge of your own. Poem/Song for the week (hanging on hanger on board). Or, you can have them practice counting by 5’s, 10’s, and 2’s :o) |
| **Centers/Stations 9:45-10:30** |
| *NCSCOS Objectives:* |
| Students come to the carpet if they have less than 3 items in their Work-in-Progress folders. Mrs. Clark rotates centers (2 rotations – 20-25 minutes each.). Students then disperse to their center and complete the chosen task(s). Students use “whisper voices” in their center, stay focused on their center, and work together with THEIR partner. If students have 3 or MORE pieces of work in their work-in-progress folder (purple folder in table baskets), they must stay at their seat to complete it until they have 0, 1, or 2 items. When it is time to clean up, Mrs. Clark will announce it, students clean their areas and put their supplies/work away, and come to the carpet quietly for their next center.  COMPUTERS: They should go to “Fun Websites” > “Food Games” towards the bottom |
| **Reader’s Workshop 10:30-11:15** |
| *NCSCOS Objectives:* |
| Introduce the food groups using the magnetic categories (located near rocking chair in a big white/red box “Spin Zone” food). Place the categories on the board and tell students that today they will learn about the Milk Group and the Meat & Beans Group. (Please read each of these books to the class, at the end of each book allow the students to share for 1-2 minutes with the person next to them about any of the foods they know from that group).  **(You may want to have them stand up and stretch in between these activities)**  After reading both books and sharing, pick out magnetic foods from the box 1 at a time and call students (using popsicle sticks in coffee cup on board ledge) to sort them in the correct categories/food groups.  If there is time after sorting, students may get a blank lined piece of paper and write a food riddle. They will draw a picture of their food, then below the picture they will write clues DESCRIBING the food. After they can switch papers and figure out a classmate’s riddle (or after recess if time). |
| **Lunch/Recess 11:25-11:55, 12:00-12:30**  **Please take the red bag on the back of the door and the “recess bell” located on top of the bookshelf behind the door.** |
| Please have students clean up at 11:15 and show you which table is ready. Please move the table stick of which table is the quickest and quietest. Call tables by their color (mat under table basket: red, orange, purple, green, yellow) to line up at the door with their lunch/lunch money. Please walk them down to the bathrooms across from the dining room. Allow 4 girls and 4 boys l and to enter at one time by tapping them on the shoulder. You may pick a “statue picker” to pick the student who is standing tall and quiet like a statue – while you wait. After students are finished, guide them around the corner to the dining room. Pick up the students at the doors across from the restroom at 11:55. Please have students use the restroom at the bathrooms if needed. Walk back to the room and allow students to put lunchboxes away. Students should line up in hallway by the 2 main doors leading to the playground. When all students are in line, lead them out the back doors and to the playground. Students may get water and their math book from their chair pocket and be at their seat by the time you count down to 0. |
| **Math Workshop/WOW 12:35-1:50** |
| *NCSCOS Objectives:* |
| **Please have students tear out page 97 from their math books located in their chair pockets.**  **Please pass out “Yummy Story Problems” located on my desk in the black paper sorter/stacker (I think 3rd from the bottom). It should be a page with 3 story problems about food.**  **Before students begin working, tell them to use math mountains or a number sentence to show their work. Students should raise their hands when they are finished. Please go around the room with a marker and check their work. If something is incorrect please help them correct it. When you have checked their work they may put it in the red basket by the window. STUDENTS MUST SHOW THEIR WORK :o)**  **If students finish early, please allow them to read their just-right books from their cubbies at their seat.** |
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| **Writer’s Workshop 1:40ish-2:30** |
| *NCSCOS Objectives* |
| Please move “Writing Chart” (rainbow colored chart located to the left of the board) to the center of the board. Also, have the “Checking Our Story” chart pulled out for them to see.  Tell students that today they are going to continue writing their wonderful stories (located in their yellow folders in their chair pockets). Remind them that writers need a quiet place to think, so we should be using whisper voices. If students finish a story you may conference with them (help them add details, fix errors, etc.), but they FIRST must have a rubric (located on white bookshelf between the paper) to check their story by themselves.  If students are ready to publish (their story has been checked by you), please tell them to put their name on their paper, and put their story on my desk. Tell them I will work with them on it tomorrow.  If students finish a story, they should know to get more paper and start a new story. |
| **Pack-Up/Snack/Dismissal 2:35-3:00**  **Please allow students by tables to get their backpack and snack from their cubbies. Remind students to get their coats if they brought one.** |
| Carpool is dismissed at 2:50. Walkers, and Van Riders are dismissed at 2:55, YMCA is dismissed at 3:00, Buses are dismissed at 3:00 until the last bus is called. Please see DISMISSAL chart clipped on board next to the calendar.  **Students must remain in their seats** and can choose 1 of 3 activities: read a book at their seat, write in their journal (in table basket), or finish their work-in-progress (purple folder in their table baskets). |

Wednesday, November 3rd, 2010

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| **Arrival 8:00-8:30** |
| Greet students at the door.  Turn on Morning News (channel 07). All students put work away when Morning News comes on.  When morning news goes off, call tables to line up at the door for SPECIALS. |
| **Specials 8:35-9:20** |
| Walk students to selected special for the day. Pick students up at 9:20. Allow students to get water/bathroom on your way back to the room. 4 boys and 4 girls go in at a time. (Only if we are in ART, will the students need to get water/bathroom in the classroom, the rest of the specials you may stop at one of the restrooms in the hallway.) |
| **Calendar/Morning Meeting 9:25-9:45** |
| *NCSCOS Objectives:* |
| You may choose a few of the following to do with students: Calendar: Month, date, yesterday, today, tomorrow, months of the year, days of the week. Days in school: straws, tally marks, money. Weather and patterns. Math Challenge – Make up a challenge of your own. Poem/Song for the week (hanging on hanger on board). |
| **Centers/Stations 9:45-10:30** |
| *NCSCOS Objectives:* |
| Students come to the carpet if they have less than 3 items in their Work-in-Progress folders. Mrs. Clark rotates centers (2 rotations – 20-25 minutes each.). Students then disperse to their center and complete the chosen task(s). Students use “whisper voices” in their center, stay focused on their center, and work together with THEIR partner. If students have 3 or MORE pieces of work in their work-in-progress folder (purple folder in table baskets), they must stay at their seat to complete it until they have 0, 1, or 2 items. When it is time to clean up, Mrs. Clark will announce it, students clean their areas and put their supplies/work away, and come to the carpet quietly for their next center.  **GUIDED READING:**  \_\_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_\_Knights will be called to the round table in the back at the start of each center. They should go to their backpack and take out their “Take-Home” book to bring to the table for reading group. |
| **Reader’s Workshop 10:30-11:15** |
| *NCSCOS Objectives:* |
| Who Am I? – Riddles on MOBI – students guess who they think the community leader is.  Where Do I Work?  Students then are read “Officer Buckle and Gloria” – They are given post-its to write down what their safety tip would be. As a class we will create an affinity of how we should stay safe! |
| **Lunch/Recess 11:25-11:55, 12:00-12:30** |
| Please have students clean up at 11:15 and show you which table is ready. Please move the table stick of which table is the quickest and quietest. Call tables by their color (mat under table basket: red, orange, purple, green, yellow) to line up at the door with their lunch/lunch money. Please walk them down to the bathrooms across from the dining room. Allow 4 girls and 4 boys l and to enter at one time by tapping them on the shoulder. You may pick a “statue picker” to pick the student who is standing tall and quiet like a statue – while you wait. After students are finished, guide them around the corner to the dining room. Allow lunchboxes to go in first, then students who are buying. You must help the students go through the lunch line until they have punched in their lunch number (Mrs. Clark will help). Pick up the students at the doors across from the restroom at 11:55. Walk them back to our room. Allow students to put lunches away and use bathroom if they need to. Students who do not need to will line up outside in the hallway facing the back doors. When all students are in line, lead them out the back doors and to the playground. Please follow the sidewalk AROUND the side of the building (parkinglot) to the double doors and enter through there with key). Students may get water and their math book from their cubby and be at their seat by the time you count down to 0. |
| **Math Workshop/WOW 12:35-1:50** |
| *NCSCOS Objectives:* |
| **1-11**  **Student leaders do Money Routine**  **Student Leaders use number line to count on from various numbers**  **Introduce Number path board**  **Read math Story:**  **Change places (two groups to make 7 and switch)**  **Verify (write partners of 7 on board have students prove that this is true)**  **Workbook pg. 27 – Blue stair steps to show 7 partners**  **Show how to switch partners and record answers**  **Model how to write on double decker train**  **Intervention: Use 7 counters, show partners (1 and 6, etc.) switch partners then record partners on paper.**  **On-Level: Use 2 colors of cubes to show 7 partners and record partners on paper.**  **Challenge: Record partners on paper, draw lines to ones that are the same, write about any patterns that you see.** |
| **Snack 1:55-2:10** |
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| **Writer’s Workshop/Science 2:10-2:45** |
| *NCSCOS Objectives:* |
| Planning to Draw |
| **Pack-Up/Dismissal 2:45-3:00** |
| Carpool , Walkers, and Van Riders are dismissed at 2:55, YMCA is dismissed at 3:00, Buses are dismissed at 3:00 until the last bus is called. Please see DISMISSAL chart clipped on board next to the calendar.  Students must remain in their seats and can choose 1 of 3 activities: read a book at their seat, write in their journal (in table basket), or finish their work-in-progress (purple folder in their table baskets). |

Thursday, November 4th, 2010

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| **Arrival 8:00-8:30** |
| Greet students at the door.  Turn on Morning News (channel 07). All students put work away when Morning News comes on.  When morning news goes off, call tables to line up at the door for SPECIALS. |
| **Specials 8:35-9:20 - GUIDANCE** |
| Walk students to selected special for the day. Pick students up at 9:20. Allow students to get water/bathroom on your way back to the room. 4 boys and 4 girls go in at a time. (Only if we are in ART, will the students need to get water/bathroom in the classroom, the rest of the specials you may stop at one of the restrooms in the hallway.) |
| **Centers/Stations 9:30-10:10** |
| *NCSCOS Objectives:*  **READING:**  **1.01** Develop phonemic awareness and demonstrate knowledge of alphabetic principle:   * change the beginning, middle, and ending sounds to produce new words.   **1.02** Demonstrate decoding and word recognition strategies and skills:   * generate the sounds from all the letters and appropriate letter patterns which should include consonant blends and long and short vowel patterns. * use phonics knowledge of sound-letter relationships to decode regular one-syllable words when reading words and text. * recognize many high frequency and/or common irregularly spelled words in text (e.g., have said, where, two).   **2.01** Read aloud independently with fluency and comprehension any text that is appropriately designed for emergent readers.  **SOCIAL STUDIES:**  **7.03** Use the computer and other technological tools to gather, organize, and display data.  **TECHNOLOGY:**  **1.01** Identify, discuss, and represent visually uses of technology (e.g., computers, cell phones, digital cameras) at school and home. (1)  **1.03** Recognize and discuss safe and responsible use and care of technology resources ((AUP/IUP). (1)  **2.01** Use common computing devices and resources in class activities. |
| Students come to the carpet if they have less than 3 items in their Work-in-Progress folders. Mrs. Clark rotates centers (2 rotations – 20-25 minutes each.). Students then disperse to their center and complete the chosen task(s). Students use “whisper voices” in their center, stay focused on their center, and work together with THEIR partner. If students have 3 or MORE pieces of work in their work-in-progress folder (purple folder in table baskets), they must stay at their seat to complete it until they have 0, 1, or 2 items. When it is time to clean up, Mrs. Clark will announce it, students clean their areas and put their supplies/work away, and come to the carpet quietly for their next center.  \*\*\*\*Today it is only 1 center due to celebrate success and observation.  **GUIDED READING:**  Mohammed will be called to the round table in the back at the start of each center. They should go to their backpack and take out their “Take-Home” book to bring to the table for reading group. |
| **10:15-11:25 – CELEBRATE SUCCESS** |
| **Lunch/Recess 11:25-11:55, 12:00-12:30** |
| Please have students clean up at 11:15 and show you which table is ready. Please move the table stick of which table is the quickest and quietest. Call tables by their color (mat under table basket: red, orange, purple, green, yellow) to line up at the door with their lunch/lunch money. Please walk them down to the bathrooms across from the dining room. Allow 4 girls and 4 boys l and to enter at one time by tapping them on the shoulder. You may pick a “statue picker” to pick the student who is standing tall and quiet like a statue – while you wait. After students are finished, guide them around the corner to the dining room. Allow lunchboxes to go in first, then students who are buying. You must help the students go through the lunch line until they have punched in their lunch number (Mrs. Clark will help). Pick up the students at the doors across from the restroom at 11:55. Walk them back to our room. Allow students to put lunches away and use bathroom if they need to. Students who do not need to will line up outside in the hallway facing the back doors. When all students are in line, lead them out the back doors and to the playground. Please follow the sidewalk AROUND the side of the building (parkinglot) to the double doors and enter through there with key). Students may get water and their math book from their cubby and be at their seat by the time you count down to 0. |
| **Math Workshop/WOW 12:35-1:40** |
| *NCSCOS Objectives:*  **1.03**     Develop fluency with single-digit addition and corresponding differences using strategies such as modeling, composing and decomposing quantities, using doubles, and making tens. **1.04**     Create, model, and solve problems that use addition, subtraction, and fair shares (between two or three). |
| Students come to carpet for mini-lesson. Students then either work independently or with a partner for math workshop.  **3-6 & 3-7 Subtraction word problems**  **Teen flashes**  **Money routine**  **Number partners**  **Tens and Ones (10 + 3 = 13 ---blue cards).**  **Pg. 97 & 99**  **Introduce a word problem.**  Have students decide if it is a minus or addition problem. When they decide discuss how to translate the problem into a number sentence. Then have students show ways that they can solve.  Subtraction word problems with money.  Review nickels and pennies. Have students count with you. Discuss solving a word problem using money.  Students complete workbook pages and after it is checked, they create word problems of their own on index cards to be solved in a center later on. |
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| **Writer’s Workshop 1:40-2:40** |
| **NCSCOS Objectives:**  **5.03** Write all upper and lower case letters of the alphabet, using correct letter formation. **5.04** Use complete sentences to write simple texts. **5.05** Use basic capitalization and punctuation:   * first word in a sentence. * proper names. * period to end declarative sentence. * question mark to end interrogative sentence.   **5.06** Self-monitor composition by using one or two strategies (e.g., rereading, peer conferences). |
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| **Students come to carpet for mini-lesson: Uppercase/lower case letters – Checking our work!**  Share with students a story on the MOBI. Have students read the story aloud and then decide which letters to change to lowercase and capitals. Before having students correct the story with the PEN option on the MOBI, show students the correct way to check someone’s work (3 lines under a letter to make it a capital, a line between words to make a space, etc.). Explain to students the importance of checking our own stories and then having the teacher check it (We want to find all the fixes and sometimes we miss some, so we double check!). Remind students that it is important to fix up our writing because we will need to do that when we get older and apply for a job.  Independent Writing Time:  Students return to seats and take out their writing folder from their chair pocket. Students are reminded to take time to check their work before they say “I’m finished!”,  Closure:  Share a piece of writing from a student and praise them for using the correct correction marks. Also, for taking time to check their work! |
| **Pack-Up/Dismissal 2:40-3:00 (Snack) –Students will get their backpacks and snack from cubby, then color in their crowns for the day!** |
| Carpool , Walkers, and Van Riders are dismissed at 2:55, YMCA is dismissed at 3:00, Buses are dismissed at 3:00 until the last bus is called. Please see DISMISSAL chart clipped on board next to the calendar.  Students must remain in their seats and can choose 1 of 3 activities: read a book at their seat, write in their journal (in table basket), or finish their work-in-progress (purple folder in their table baskets). |

Friday, November 5th, 2010

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| **Arrival 8:00-8:30** |
| Greet students at the door.  Turn on Morning News (channel 07). All students put work away when Morning News comes on.  When morning news goes off, call tables to line up at the door for SPECIALS. |
| **Specials 8:35-9:20** |
| Walk students to selected special for the day. Pick students up at 9:20. Allow students to get water/bathroom on your way back to the room. 4 boys and 4 girls go in at a time. (Only if we are in ART, will the students need to get water/bathroom in the classroom, the rest of the specials you may stop at one of the restrooms in the hallway.) |
| **Calendar/Morning Meeting 9:25-9:45** |
| *NCSCOS Objectives:* |
| You may choose a few of the following to do with students: Calendar: Month, date, yesterday, today, tomorrow, months of the year, days of the week. Days in school: straws, tally marks, money. Weather and patterns. Math Challenge – Make up a challenge of your own. Poem/Song for the week (hanging on hanger on board). |
| **Centers/Stations 9:45-10:30** |
| *NCSCOS Objectives:* |
| Students come to the carpet if they have less than 3 items in their Work-in-Progress folders. Mrs. Clark rotates centers (2 rotations – 20-25 minutes each.). Students then disperse to their center and complete the chosen task(s). Students use “whisper voices” in their center, stay focused on their center, and work together with THEIR partner. If students have 3 or MORE pieces of work in their work-in-progress folder (purple folder in table baskets), they must stay at their seat to complete it until they have 0, 1, or 2 items. When it is time to clean up, Mrs. Clark will announce it, students clean their areas and put their supplies/work away, and come to the carpet quietly for their next center.  \*\*\*\*Mrs. Catherwood will help monitor centers this week so students can get adjusted.  **GUIDED READING:**  \_\_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_\_Knights will be called to the round table in the back at the start of each center. They should go to their backpack and take out their “Take-Home” book to bring to the table for reading group. |
| **Reader’s Workshop 10:30-11:15** |
| *NCSCOS Objectives:* |
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| **Lunch/Recess 11:25-11:55, 12:00-12:30** |
| Please have students clean up at 11:15 and show you which table is ready. Please move the table stick of which table is the quickest and quietest. Call tables by their color (mat under table basket: red, orange, purple, green, yellow) to line up at the door with their lunch/lunch money. Please walk them down to the bathrooms across from the dining room. Allow 4 girls and 4 boys l and to enter at one time by tapping them on the shoulder. You may pick a “statue picker” to pick the student who is standing tall and quiet like a statue – while you wait. After students are finished, guide them around the corner to the dining room. Allow lunchboxes to go in first, then students who are buying. You must help the students go through the lunch line until they have punched in their lunch number (Mrs. Clark will help). Pick up the students at the doors across from the restroom at 11:55. Walk them back to our room. Allow students to put lunches away and use bathroom if they need to. Students who do not need to will line up outside in the hallway facing the back doors. When all students are in line, lead them out the back doors and to the playground. Please follow the sidewalk AROUND the side of the building (parkinglot) to the double doors and enter through there with key). Students may get water and their math book from their cubby and be at their seat by the time you count down to 0. |
| **Math Workshop/WOW 12:35-1:50** |
| *NCSCOS Objectives:* |
| 1-**13**  **Money Routine**  **Number Path**  **Break Aparts of Number 9**  **Use stair step 9, break apart stick, and record partners. Start at 1st line first then move one line over to the right and so on.**  **Play melon monster with 9 plates.**  **Workbook pg. 31 & 32**  **Intervention: make partners of 9 with 2 colored crayons.**  **On-Level: Use number cards, flip one over. Then use stair-step and stick to figure out what other number goes with the card to make 9 partners.**  **Challenge: Break apart the number 9 in 3 groups and record answers (3 + 3 +3 ) etc.** |
| **Snack 1:55-2:10** |
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| **Writer’s Workshop/Science 2:10-2:45** |
| *NCSCOS Objectives:* |
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| **Pack-Up/Dismissal 2:45-3:00** |
| Carpool , Walkers, and Van Riders are dismissed at 2:55, YMCA is dismissed at 3:00, Buses are dismissed at 3:00 until the last bus is called. Please see DISMISSAL chart clipped on board next to the calendar.  Students must remain in their seats and can choose 1 of 3 activities: read a book at their seat, write in their journal (in table basket), or finish their work-in-progress (purple folder in their table baskets). |