

2018-2019 5th Grade Policies and Procedures

Agendas

The agenda will be used as a parent-teacher communication log. If a conduct issue is noted on the calendar, the agenda is where information will be written regarding the behavior issue.

AR Books

Students can check-out books from the classroom library or the school library. Students should only take AR Tests on their books at school. Any tests not taken at school will be deleted. You will receive an AR note soon with further information.

Attendance

Our attendance policies have changed. Please refer to the student handbook for details. Be sure to send a note (not in agenda) to school if your child is absent, checks in, or checks out. All absences will be considered unexcused if no note is presented to the teacher within five days of the absence. Please include the following information on your notes (or use one of the pre-copied templates in your child's binder):

- Student's Name
- Teacher's Name
- Grade
- Date(s) Absent
- Reason for Being Absent

Bathroom Breaks/Water Breaks

Students are given plenty of opportunities throughout the day to take restroom breaks. If your child has a medical concern, please let us know.

Binders

We believe that a very important aspect of being successful is being organized. Please help keep your child's binder organized. We will be speaking to the kids about how we want them to organize their binders. They are responsible for maintaining them. See back of the binder for more information regarding contents.

*Please sign your child's calendar each day. If your child does not get their calendar signed on days in which a behavior issue has occurred, they will receive a consequence.

Conferences

Scheduled conferences will be offered once in the fall and once in the spring; however, please feel free to contact us if you would like to discuss an issue/concern at any time throughout the year.

We will call you to schedule a convenient time to talk.

Dismissal

Car Riders: 2:30 1st Load: 2:35 SACC: 2:50 2nd Load: Upon arrival of buses

"Family Access"

We strongly encourage every parent/guardian to sign up for "Family Access," which is our online gradebook system. Completed work will be sent home as it is graded, but you may always check "Family Access" to ensure that all papers are actually making it home to you. You can request a "Family Access" application in the school's front office. Your application will need to be completed and returned to school in order to receive your login information.

Graded Papers

Papers will go home daily after we have graded and reviewed them. The papers will be located in your child's binder and are yours to keep. Please use these papers to work with your child at home. We feel that sending papers home daily vs. weekly allows students ample time for review before testing. If you are not receiving graded papers in the binder, please discuss this with your child.

Tests will be sent home as the unit is assessed. You will receive a reminder text when tests are sent home. Please always review the tests with your child.

Grading

We weigh all grades equally with the exception of tests, which count twice.

Test: Students may not use books (unless otherwise indicated), etc.

(grade counts twice, study guides are given)

*ELA weekly comprehension tests will come home on a scantron bubble sheet.

Test and question copies will be sent home for review with grades lower than a 75%.

Quiz/Quick Check: Students may not use books, etc. (grade counts once, no study guides)

Daily Grade: Students may use books, etc. (grade counts once, reference materials are permitted)

Please take note of the grading scale: A: 100-93 B: 92-85 C: 84-75 D: 74-70 F: 69-0

Homework

Homework will be given on Mondays. There is a section to be completed every night of the week. Students are expected to complete the assignments accordingly. Homework will be checked DAILY. Incomplete homework will result in a TRACK point. We do not give a lot of homework for the mere fact that we expect a lot of studying to be going on at home. Study guides will be provided for tests.

Incomplete Work

Students will be given ample time to finish class work. There will be times when incomplete assignments will be graded "as is."

Make-Up Work

Students can get their make-up assignments from the designated area in the classroom upon their return to school. Make-Up work is expected to be completed as promptly as possible. For each day that a student is absent, (s)he will get one day to complete any make-up work. It is your child's responsibility to get the make-up work from his/her teacher(s) and return to them when completed.

Money

When you send money to school, please always send exact change. We will not be able to provide change. If you have more than one child in the school, you should not combine funds into one check.

Newsletters

Newsletters will go home in your student's binder every week. The newsletter will include information specific to that particular week such as weekly topics, etc. Newsletters will also be available on the class website.

Pencil Sharpening

Pencils may only be sharpened at the class sharpener at the beginning of the day (before 8:00).

Every student must have at least 2 sharpened pencils by 8:00.

Snacks

Due to multiple food allergies, please refrain from sending any items that contain _____.

Please be mindful that we will be working while eating. Messy snacks will NOT be permitted. Microwaves and refrigerators are NOT available for student use. Bottled water is allowed (no color or flavoring due to spill issues) as long it is in a spill-proof container.

Things Brought to School

Please do not bring extra money or toys to school unless it is for a special event or occasion (snack cart, etc...). If your child has an extraordinary item that he/she would like to show the rest of the class, just let us know and we will set up a time. Any toys that we collect will be returned in May.

Note: Cell phones and other devices are not permitted at school.

Visiting the Lunchroom

If you want to eat lunch with your child, please sit at the designated visitors' table. Only you and your child can sit at this table. When bringing treats for birthdays, we encourage you to bring non-edible treats, or purchase ice cream from the cafeteria. Per school policy, outside food to be shared with the class is not permitted (cupcakes, cookies, etc...).

**For any other policies / procedures, please consult the Tipton County Student Handbook and weekly newsletters.*