



# Expectations and Policies

August 28, 2014

Welcome to fifth grade! We look forward to being a part of such a special year in your child's elementary school experience. Working closely in partnership with our families is paramount to making this year a positive experience. We urge you to read the information and guidelines in this document with your child so that expectations are clear to all parties.

Thank you,

*Sarah Gruber, Ellie Hawkins, Michael Metz, Callie O'Mahen, Kerry O'Connor, & Jeffrey Smith*

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## I. SCHEDULE

### Classroom Schedule

7:45 – 8:15	B.E.A.R. Time
8:20 – 10:00	Math, Science, Social Studies with Mr. Smith
10:00 – 10:20	Recess
10:20 – 10:40	Math, Science, Social Studies with Mr. Smith (Cont'd.)
10:40 – 12:20	Reading, English Language Arts with Ms. Gruber
12:20 – 12:50	Lunch
12:50 – 1:25	Reading, English Language Arts with Ms. Gruber (Cont'd.)
1:25 – 2:10	Specials

\*Times may vary from classroom to classroom.

### Special Area Classes

The days on which your child has specials on are as follows:

- Monday – P.E.\*
- Tuesday – Art
- Wednesday – P.E.\*
- Thursday – Music
- Friday – Technology/Health

\* On P.E. days, please ensure your child wears tennis shoes and appropriate attire. Additional information may be found in the "Dress Code" section of the Family Handbook.

## II. STUDENT EXPECTATIONS

Student responsibilities include:

1. Following Fulton County rules – zero tolerance, dress code, etc. (see Student Handbook)
2. Following Barnwell Elementary School rules (see Family Handbook)
3. Taking responsibility and/or accepting consequences for choices
4. Asking questions
5. Using listening skills
6. Putting forth best effort
7. Studying/reviewing/reading
8. Coming to class prepared
9. Staying organized
10. Using time wisely
11. Planning ahead
12. Being thorough and neat
13. Working independently
14. Completing all assignments on time
15. Completing all assignments when absent within time allowed
16. Respecting the rights and property of others
17. Returning signed papers and home-school correspondence the following school day, unless otherwise noted

## III. ARRIVAL AND DISMISSAL

School starts promptly at **7:40 am**. Please make sure your child is ready for instruction and in his/her classroom at that time. Children who are tardy must have a parent accompany them to the office and be signed in before they can go to class.

The school day ends at **2:20 pm**. If you need to pick your child up earlier, please check him/her out through the office.

In case of inclement weather, please tune in to WSB-TV or AM750 for school closings or instructions.

## IV. HOME-SCHOOL COMMUNICATION

*Agendas:* Please continue to review agendas regularly. Daily communication will be clipped or written inside, as needed. Students are expected and given time to record assignments on a daily basis.

*Friday Folders:* Every Friday, red Friday Folders will be sent home with notices and forms from school. Every other Friday this folder will also contain graded papers and our Academic and Behavior Update. Please review these papers and return them the following Monday.

*Websites:* Classroom websites will be updated each Monday morning. Please check these regularly for notes from the classroom, insight into curriculum and content being covered,

and important information regarding upcoming assessments. Our grade-level website contains a plethora of information regarding the curriculum, as well as these grade-level policies.

*Home Access Center (HAC):* HAC will be regularly updated with student grades and may be accessed via the "Parents" tab of the Fulton County website. Usernames and password are unique to each student and must be obtained from the front office.

*E-Mail:* E-mail is the most direct way to communicate with your teacher. Please allow 24 hours for a response.

## V. DISCIPLINE

We believe that children are responsible for their own behavior and academic success. Actions are "owned" by the individual, and each student has the ability to make choices that impact his/her own life. Our goal is to guide and support students in making responsible choices.

In addition to Barnwell's school-wide Positive Behavior Intervention and Support (PBIS) program, each 5<sup>th</sup> grade teacher has established a set of classroom guidelines and realistic expectations for his/her own classroom. In all classrooms, as in real life, the consequences follow actions whether positive or negative.

### Classroom Discipline Cycle

1<sup>st</sup> offense = Warning

2<sup>nd</sup> offense = Consequence (teacher's choice)

3<sup>rd</sup> offense = Reflect and/or redirect plan\*/parent contact

4<sup>th</sup> offense = Removal from classroom

\* Recess Reflections are utilized for students to put thoughtful consideration into the effects of their past choices and alternative pathways for future choices.

## VI. CLASSWORK

Fifth grade students are expected to complete daily classwork in school. Incomplete classwork may be completed after morning work from 7:10 – 7:40 the next morning or as homework. If a student accrues two or more missing homework and/or classwork assignments, he/she will attend a weekly study hall period, which will be held during recess on a day that the student has P.E. If the student makes up the work before the study hall period, he/she will not have to stay in. Outstanding or incomplete assignments will also be noted on the bi-weekly report that accompanies graded papers.

## VII. HOMEWORK

Homework will be assigned Monday – Thursday and is expected to be completed and turned in the following school day, unless otherwise noted. Homework should take approximately 50-60 minutes in fifth grade. Included in this time is 20-25 minutes of reading.

Some homework is to be completed on the computer or Internet. For those without a computer or Internet access at home, accommodations will be made. Every child has received and is expected to use a student agenda for recording daily homework and upcoming assessments. Barnwell Elementary and the PTA have supplied the original agenda, however it is the child/family's responsibility to replace the agenda if it is damaged or misplaced.

Additionally, fifth graders' homework completion is 5% of their final grade in reading, English language arts, and math.

## VIII. ATTENDANCE AND MAKE-UP WORK

Regular attendance is crucial to a student's long-term success. The fifth grade curriculum builds rapidly, and the nature of our hands-on, small group teaching style, means that students are likely to miss the introduction and/or practice working with key concepts. For this reason, we encourage you to keep school hours in mind when planning appointments and vacations. Please send in a written note as soon as possible following your child's absence. Notes via e-mail will not be accepted.

Should a student need to be out of the classroom, missed work may be requested before 9:00 am and can be picked up after 2:15 pm, at the end of the school day. All missed work is required to be returned within the same number of days he/she is absent. (For example, if Penelope is sick on Monday, she will receive her make-up work on Tuesday and must return it on Wednesday.)

## IX. GRADING

Not every assignment will receive a grade, but all work is checked and used to monitor student progress. The grading scale is as follows:

A	90 – 100
B	80 – 89
C	70 – 79
F	69 and below

In an effort to demonstrate growth, proficiency and mastery of concepts, grades are collected from multiple categories and weighted as follows:

### Reading, English Language Arts, Math

Tests: 35%  
Performance Assessments: 25%  
Quizzes: 20%  
Classwork: 15%  
Homework: 5%

### Science & Social Studies

Tests: 35%  
Performance Assessments: 30%  
Quizzes: 20%  
Classwork: 15%

## X. SNACK AND BIRTHDAYS

Please send in a **nutritious** snack that will bolster not bottom out morning energy levels during our academic blocks.

Birthday treats are welcome, however please contact individual teachers in advance regarding classroom allergies. Individual or pre-cut treats preferred; no drinks.

## XI. HOW PARENTS CAN HELP

1. Show interest in your child's school activities.
2. Review planner daily to be aware of assignments and notes.
3. Encourage your child to express thoughts, opinions, and ideas.
4. Provide a quiet place and routine for your child to complete homework and study.
5. Limit TV or recreational computer time.
6. Discuss current events.
7. Participate in school activities.
8. Encourage school attendance, but keep students home if they are ill.
9. Communicate with the teacher(s).
10. Review, discuss, and return graded papers. Praise effort and successes, while also acknowledging and going over areas where the student may be having difficulties.
11. Work with your child to create a timeline for completing projects or preparing for assessments.
12. Send in written excuses for your child's absences the day he/she returns to school.
13. Read the BearGram – all schoolwide information is regularly included.
14. Review the Family Handbook and school and county calendars.
15. Check classroom websites weekly to stay informed of current learning objectives and upcoming assessments. Check the 5<sup>th</sup> grade website as needed for grade-level policies and curriculum information.

*(Please sign, detach, and return this bottom portion to your child's homeroom teacher.  
The document is yours to keep.)*

Our signatures below indicate that my child and I have read, discussed, and understand the 5<sup>th</sup> grade expectations and regulations document.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\* Please sign and return by Wednesday, September 3.\**