

D.O.G. – Daily Organizational Guide – This is a notebook that comes back and forth between school and home each day. It is critical that this is well cared for and checked and signed by parents each day. The DOG contains a planner with homework due, parent communication, and other important information. Refer to it daily to keep track of what we are doing at school. **When a parent signs the planning sheet it means that all the homework listed is complete (unless a note is written by parent) and that parents are aware of upcoming assignments, events, etc.** (With the exception of math redos, see math policies.) **Please see D.O.G. inserts at the end of this document (to be used if DOG made in class is lost).**

Grading – 5th grade is a time for students to become responsible and independent learners. Students are encouraged to persist in their assignments, so that adequate progress and good grades can be achieved. Assignments are graded on content and timeliness. If your child turns in an assignment late, the score for “timeliness” will reflect lateness. The grading scale is as follows ...

A	90 - 100 %
B	80 - 89 %
C	70 - 79 %
D	60 - 69 %
F	59% and below

Late assignments will receive 70% credit and must be turned in the following Monday after the original due date to receive credit. An assignment is late when not turned in on the due date during morning check-in time. After the Monday late date, the assignment will be given 0% credit, but will still be required for the student to be eligible for an A grade that term. The student will have to do “extra credit” to make up points. If this is a consistent problem a conference will be called and a homework contract will become necessary. No A's will be given in any subject if assignments are missing.

Homework or assignments that are not up to the student's abilities will be returned. Those assignments may be redone and will be considered late and will follow the above rule. Please do it right and **WELL** the first time.

Homework – The three purposes for homework are practice, preparation, and elaboration. Homework provides an opportunity to deepen understanding and enhance skills because it extends the learning opportunities beyond the school day. Homework also sends the message that learning occurs outside the classroom.

Homework will be assigned on a daily basis and is due at the beginning of each day and is turned in during student check-in each morning. Homework will require 45-60 minutes per night in addition to the required independent reading. Students will be given 3 homework passes per term, which will give them an extra day to finish an assignment. The homework pass must be presented to me at **the beginning** of the day. If homework is not done student will go to “homework club” during lunch or after school on Monday or Thursday (referral is by

teacher only- this should not be used as aftercare). If homework is consistently late and not done, a parent/teacher conference will be called. Late work without an excused absence or homework pass will result in the loss of points.

Absentee homework will be due the following Monday after the student's return to school. Each student will have an absentee folder containing the missed assignments and homework.

Please return this folder to school with all the finished homework. For extended absences, a plan will be worked out with me for getting assignments done.

For your child to be successful with homework he/she needs:

A place to do homework: If possible your child should do his/her homework in the same place (an uncluttered, quiet space to study) complete with a thesaurus, dictionary, ruler, extra paper, pencils and other supplies.

A schedule for completing homework: Design a schedule as to when homework is to be done that fits with each week's activities and your family's lifestyle. Children need routines to be successful.

Encouragement, motivation, and prompting: Please use positive reinforcement to encourage the completion of homework. Remember your child needs to independently apply what he/she has learned in class. However, comments, suggestions, and minimal help from parents are appropriate, but please do not do the homework for your child. If your child consistently cannot complete homework assignments alone, please contact me.

*******Resources:** *Home Sweet Homework- Sharon Marshall Lockett*
Homework Without Tears- Lee Carter & Lee Hausner

Absences – If a child is absent they have until the following Monday (after their return to school) to turn in missed assignments. After that Monday morning, homework will be considered late. See the guidelines listed for “timeliness” in the **Grades** section of this handout. When a student is absent they will miss important concepts taught during their absence. It is the responsibility of the **parent or guardian** to make sure their child learns the missed concepts. The day after the absence I will provide the assignments and worksheets for parents to go over the missed information with their child. For certain items such as note taking, etc. that are missed, students will need to contact a student in class. Extended absences WILL affect a student's grade. (See handbook.)

Tardies – Your student will officially be tardy at 7:46 a.m. and will receive an infraction form to be sent home and signed by a parent/guardian. Please have your child here daily no later than 7:40 a.m. so they can be seated and ready to learn at 7:45 a.m. Morning warm-ups missed due to tardies, will be made up that day during recess and/or lunch. After 3 unexcused tardies, students will receive a process. Excessive tardies will require a conference. Homework may be marked late and points will be lost for tardiness.

Math – Saxon 6/5 – See math policies.

Spelling– All foundational Riggs rules will be applied to our spelling. Please refer to Riggs on 5th grade webpage. Markings will not be applied on spelling tests unless a student will benefit from using them. Students will have spelling homework each night using Wordly Wise and Greek/Latin Roots vocabulary (Excellence in Writing and CORE words may be used intermittently). See DOG for details.

Reading at Home (RAH) DEAR (Drop Everything And Read) – The purpose of RAH is to further solidify independent reading skills. Each student will be required to have a reading book at school. This is to be a book of their choosing, at their reading level, which is approved by me. Book reports, Reading Responses, and other assignments on these books will be due at various times throughout the year. They can check out books from the 5th grade library or the public library. Reading homework is 30 minutes minimum each night and 1 hour over the weekend. During DEAR time at school students are required to have their reading book. They will lose points for not having this book at school.

Parents may read with their child and are encouraged to ask the student basic comprehension questions such as; Who are the main characters? Where is the story taking place? What were some of the highlights of the chapter? Was there anything that was confusing? What new vocabulary words did you come across? What do you mean? ...

****Please use [Reading Response](#) link on 5th grade webpage for more ideas.

History/Science/Ag – These subjects will mostly be taught and discussed at school. See scope for Core Knowledge subjects being taught. There will be projects associated with these subjects that will be done at home.

Writing – We do a lot of writing at school. We will use the *Excellence In Writing* curriculum. The majority of writing will be done in class, however, drafts may be sent home as homework, if not completed in class. Parents may act as editors when these assignments come home. Editors give suggestions, check for grammar and spelling errors, but they do NOT DO THE WRITING. If an assignment is to be typed, student's may "hire" a typist if they do not know how to keyboard. Again, a "hired" typist types what the child has written. *All final drafts will be written in cursive or typed.*

Keyboarding – Student's need to start learning keyboarding at home. We do not have the computers to do this at school. Be aware that assignments may come home that need to be typed. The library and internet have great keyboarding programs for your child to start learning this essential skill. Upper grades will require more computer skills in projects and written work, so start getting your child these skills now.

Grammar – Please see 5th grade webpage for topic outline.

Character Ed – We use *Character First* curriculum. At home lessons will come home for families to participate in and to reinforce what is being taught at school.

Health – Please see 5th grade webpage.

Projects – All projects to be completed by students at home or in class will have detailed instructions/rubrics. Project instruction sheets should be kept in the Project Info. section of the student's DOG.

Rewards – Students earn “tickets” for positive behavior that they can redeem at the end of the week. For class rewards they will choose different privileges.

Portfolio – Students best work will be kept for a portfolio, which will return home at the end of the year. You can come in and view your child's portfolio when scheduled ahead of time.

Self-Managers – Students will be given an opportunity to apply to be a self-manager. Being a self-manager will give students special privileges at school.

Birthdays – Students' birthdays can be celebrated during 15 minutes of class, preferably at the end of the day. This will be the student's time to share with the class. They can bring in a ME Bag. Instructions will be sent approx. (1) week before a student's birthday. For summer birthdays, they may share on or near their “half birthday.” Please do not send private birthday party invitations through our school system. Also, we do not except candy, cakes, or treats for birthday celebrations. Thanks for your support.

Holidays- We do not celebrate holidays at school in the traditional manner, unless it is in keeping with our Core Knowledge curriculum. Please refer to the MITCH student handbook.

Discipline – See school wide discipline policy as detailed on the website. Copy of process form:

<https://cid40d16fa3a3b00cf2.skydrive.live.com/redir.aspx?page=view&resid=40D16FA3A3B00CF2!119&authkey=18Pc9kQau4Q%24>

Dress Code – See school wide dress code policy. (Girls, please wear shorts under your skirts!) Also, I will expect students to be in dress code during specials, recess, and lunch, even if we are outside. The only exception is that winter coats and jackets may be worn outside during recess. A sweatshirt, hoodie, sweater, or fleece does NOT constitute a winter coat! If I have to remind students to remove hoodies, sweatshirts, sweaters, fleece jackets, etc. that are not uniform an infraction from will be sent home to be signed by a parent/guardian and returned. 3 infractions will earn them a conference with their parents.

Field Trips – See field trip handout for dates and details. Some field trips will be taken on a bus, others I will need drivers. Most of the field trips are on Fridays.

Volunteers – There are various needs for 5th grade. Please see 5th grade webpage and be aware of e-mails for different needs throughout the year. **All classroom/field trip volunteers must take a volunteer training orientation with Mrs. Lorence.**

State Testing – 5th grade has mandatory state tests for science (10/3-8) and Dibbels (once per term). You will be informed/reminded when these tests will take place. Your student may

need to attend a Friday session to take one or more of these tests and you will be informed if this is the case.

Core Knowledge Event – Please see calendar of events on 5th grade webpage.

Lunches/Snacks – Please pack a healthy lunch and snack for your children please use reusable containers to prevent garbage and to store leftovers. No candy, gum or soda is allowed at school. Students must have a FILLED water bottle at school each day.

http://www.yourhealth911.com/articles/doctors_talk/126reasons.html

http://kidshealth.org/parent/nutrition_fit/nutrition/habits.html

<http://www.hc-sc.gc.ca/fn-an/nutrition/child-enfant/index-eng.php>

<http://www.keepkidshealthy.com>

<http://www.foodafactoflife.org.uk/?siteId=3>

<http://www.mypyramid.gov/pyramid/index.html>

Snow Days – Refer to MITCH student handbook.

PE – Please be sure your child wears sturdy, athletic type shoes on PE days. 5th grade PE days are Tuesdays and Thursdays. Please note that PE and field trip days are the only days children can wear their MITCH T-shirts to school

Hygiene – Please be sure your child is regularly bathed, at least every other day, if not every day. This is the age where their bodies are starting to change and deodorant may be needed. The class will definitely know if a child does not bath regularly.

A note to parents...

You are critical to your child's education. We are a team of teacher/student/parent that promotes teaching and learning! Thank you in advance for your support, encouragement and communication.

Please cut on dotted line and return bottom portion, keep the top portion for your records ...

I have read and understand Mrs. Quigley's Classroom Procedures (sent home on 1st day of school and returned the next day).

Parent _____

Student _____