**Mrs. Hill’s & Mrs. Wickham’s**

**5th Grade Expectations & Discipline Plan**

**2019-2020**

***This classroom discipline plan has been incorporated into the school-wide T.R.A.C.K. program.***

# Classroom Expectations

1. Come to class prepared.
2. Keep your hands, feet, and objects to yourself.
3. Listen while others are talking.
4. Share and take turns.
5. Follow directions and be respectful.
6. Have FUN!

\*\*\*STUDENTS WILL ALSO BE EXPECTED TO FOLLOW THE GENERAL RULES OF THE SCHOOL. *(See student handbook)*

## REWARDS

1. Participation in the quarterly T.R.A.C.K. reward program
2. Treats
3. Verbal Praise
4. Various coupons (Homework Pass, “Sit with a Buddy” Pass, etc…)
5. Pride Notes sent home to parents
6. Special Privileges
7. Special Recognition

# CONSEQUENCES (Per Day)

1. **FIRST OFFENSE:** Verbal Warning, (This step may be eliminated at times.) **S** for the day.
2. **SECOND OFFENSE:** 1st Conduct Point, Walk 10 minutes of recess, **S-** for the day.
3. **THIRD OFFENSE:** 2nd Conduct Point, Walk all of recess, Parent Contact (Note, Phone Call, Conference, etc…), **N** for the day.
4. **FOURTH OFFENSE:** 3rd Conduct Point, Walk all of recess (20 minutes), Parent Contact, Office Referral (if required) and/or Corporal Punishment, **U** for the day.

***\*The teacher reserves the right to skip any of these steps and/or take an alternative action if found necessary. Severe misconduct will result in an automatic “U” for the day.***

**HOW IS YOUR CHILD’S CONDUCT GRADE DETERMINED ON THE REPORT CARD?**

**T.R.A.C.K. Program**

To help promote positive behavior at Atoka Elementary School, we have implemented a school-wide reward program. T.R.A.C.K. (“Tremendous, Respectful, and Courteous Kids”) will recognize those students who maintain good behavior. All teachers at ATES will follow this system. The points students accumulate will determine the conduct grade on their progress report and report card as well as if they qualify for the T.R.A.C.K. rewards held at the end of the nine-weeks period. Below is the daily point system that will be used:

S- = 1 point N = 2 points U = 3 points

4½ weeks point totals for **progress report purposes:**

0 – 5 points for the 4 ½ week period = S on progress report

6-10 points for the 4 ½ week period = N on progress report

11+ points for the 4 ½ week period = U on progress report

End of nine-weeks point totals for **report card purposes:**

0 – 10 points for the 9 week period = S on report card

11 – 20 points for the 9 week period = N on report card (no TRACK)

21+ points for 9 week period = U on report card (no TRACK)

**To attend reward activity:**

1) No office referrals – bus or school

2) Must have an S in conduct on the report card (which includes related arts classes)

3) No cafeteria or early duty misconduct

\*Conduct grades for all students are S, S-, N, and U. An “N” or “U” in conduct on the report card prevents students from receiving academic awards and honors.

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Reasons for accumulating conduct points include, but are not limited to, talking, being off task, not following directions, being out of place, being unprepared, misconduct in enrichment classes or when not in the classroom, when distracting the learning environment, being disrespectful or inappropriate, stealing, fighting/arguing, chewing gum, cheating, defiance of teacher, etc…

Daily conduct grades will be recorded on your child’s calendar. Please sign your child’s calendar daily.

**2019-2020 5th Grade Policies and Procedures**

**Agendas**

The agenda will be used as a parent-teacher communication log. The agenda is where information will be written regarding any behavior issues. If nothing is written in the agenda, then your child received an S for the day. Feel free to send notes in the agenda, but it is your child’s responsibility to give the note to his/her teacher. It is the parent’s responsibility to check agendas everyday.

**Attendance**

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:

Student’s Name, Grade, Reason for being absent, Teacher’s Name, and Dates 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 the back of the binder for more information regarding contents.

**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 with the exception of ELA tests)

**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**

Math 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. In Language Arts, studying for Spelling and Vocabulary and reading **at least 3** chapter books per 9 weeks is considered your child’s homework.

**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. Graded assignments must be completed at school.

**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**

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 as long it is in a spill-proof container. Please do not send in glass water bottles or Yeti type tumblers.

**Visiting the Lunchroom**

If you want to eat lunch with your child, please sit at the designated visitors’ table beginning on September 3rd. 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.*

**AR Information**

***How will AR points work this year?***

Each time a student tests on an AR book they will receive points. Each time your student hits a new AR point goal (10pts, 25pts, etc.) the school will provide a small reward. These will be passed out at the end of every 9 weeks. To participate in the end of 9 weeks celebration, students must meet their 3 chapter book goal (SEE BELOW). I will not be setting point goals or book level per student, because I want to encourage all students to always be reading. However, 5th grade students should not be reading books below a third grade level. I will be monitoring the books they are choosing to make sure students are not going way beyond or below their current level.

***How does my student attend the end of 9 weeks AR celebration?***

To be able to participate in the AR celebration at the end of the 9 weeks, each student must read and test on **at least 3** chapter books. If your child is reading a large book with 400-500 pages like Harry Potter for example, then only one book per 9 weeks is acceptable. When they test on their chapter books, they should pass with 80% or above. The chapter books they choose can be any genre they want (fiction, nonfiction, etc.). The goal here is to not tell the students what they have to read but just to encourage them to READ!

***Does AR factor into my student’s ELA report card grade?***

YES! At the end of the 9 weeks I will look at each student’s **overall** quiz average. This will include all books that were tested on throughout the 9 weeks. This average will be counted as ONE quiz grade that will count towards their overall 9 weeks average.

**No Name Policy**

Your child’s name should be written on all work that is turned in. If it is not, I take off 3 points in the 1st 9wks for not putting his/her name on the paper. I take off 5 points the 2nd 9wks for not putting his/her name on the paper. I take off 7 points the 3rd 9wks for not putting his/her name on the paper. I take off 10 points the 4th 9wks for not putting his/her name on the paper. Please stress the importance of putting his/her name on all papers.

**RECIEPT/ACCEPTANCE FORM**

**Signing below indicates that you have reviewed and accepted our Policies/Procedures, Discipline Plan & AR Policies.**

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

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

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