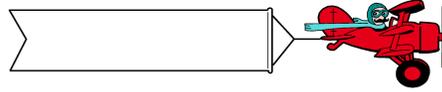


# Joseph/Warner - Steps for Success

## GENERAL INFORMATION



### Building Arrival

- Get organized for your day:
  - Put your belongings in your locker (including backpack, phone, hat, toys, etc.).
  - Gather materials for all morning classes
  - Make sure you have paper, sharp pencils and checking pen/pencil.
  - Have a book ready for any extra time.
- The bell rings at 8:13 a.m.; be in your seat at 8:18, ready for the day to begin.
- Listen silently during announcements.

### Entering Class Late and Tardies



- Enter the room VERY quietly and walk to your seat.
- Put your Late Pass on the teacher's desk.
- Participate in ongoing activities as much as possible, and find out afterward what you missed.
- On the fourth tardy (and each subsequent tardy) your name will be turned into the office and you will receive an hour of Hassle Time before, during or after school.



### Transitions

- Walk quietly and directly to the new area.
- Keep hands, feet and objects to yourself.
- Bring all necessary materials with you.
- Use the restroom and get a drink if necessary.

### Direct Instruction



- Have all necessary materials ready and out before instruction begins
- Remain seated (This is NOT a good time to sharpen your pencil!)
- Raise your hand when you have a question

### Individual Work



- Work silently.
- If you finish early you may:
  - Check over your answers
  - Read quietly
  - Work on other homework
- Be looking for the signal that individual time is over

## Cooperative Group Work



- You are responsible for your own work and behavior.
- You need to use indoor whispering voices (no larger than 6-12”).
- **Be respectful to all members’ ideas.**
- Stay on task.
- Remember to use your Engage skills.

## CLASSY Work

- All assignments must follow the “CLASSY” guidelines.
- CLASSY stands for:
  - Complete
  - Legible
  - Accurate
  - Shows organization
  - Sincere effort
  - Yes, ON TIME!
- Holes on the left side of the paper
- No torn or frayed edges
- All assignments MUST have a correct heading (name, date, subject, assignment)



## Classroom Dismissal

- At the teacher’s direction, clean up your area and pack up your belongings.
- Tuck in your chairs.
- Wait quietly to be dismissed by your teacher.

## End of the Day



- Check your planner one more time to make sure all information is correct.
- Collect and organize any materials you need to take home to complete your homework.
- Follow all other classroom procedures.

## Planner Procedures



- Planners must be filled out for all subject areas at the end of each class.
- This means that you must bring your planner to each class.
- Planners are expected to be signed daily by a parent/guardian. Signatures will be checked daily at first and then randomly as the year progresses.

## Absences



- It is your responsibility to find out what you have missed while you were away.
- You need to check with your “study buddy” or another person for any additional information.
- Look at the Bloomz website for assignments given while absent.
- Find the area in each room where Absent Work/Extra Copies are kept.
- Individual arrangements will need to be made with the teacher to make up labs, quizzes or tests.

## Missing/Late Work



- Unless you are absent, all missing/late work will not be given full credit.
- **All missing/late work must be turned in within two weeks of the due date.** Any assignment that is not turned in by end of the two-week window will receive a grade of zero and can no longer be made up.
- If you are absent, the two-week window is still in effect when you return, but your work is not marked down.
- If you are absent, check the absent board for any handouts you may have missed.

\*\* We understand that special cases do come up. If you need an extension for any work, you must make arrangements with the appropriate teacher. \*\*



## Grades/PowerSchool

Every assignment plays an important role in your overall grade for each subject; therefore, your assignments are expected to be complete and turned on time. In the event that an assignment is not done, the student will receive a Success Center pass for that day's lunch or the next day's lunch. Students should plan to eat their lunch in the Success Center room to work on the late assignment. They will get the pass signed by the Success Center staff member, and staple it to the missing work to be able to receive a late grade. A late grade is given for all late assignments (within the two-week window). After that, a zero will remain in the gradebook for that assignment.

### **Teacher Responsibilities:**

- Grades are entered into the PowerSchool system and are based on a point system, which will differ from class to class.
- All points/scores are entered into the computer as soon as possible. Depending on the assignment, there will be times when it may take a week to get grades into the system.

### **Student/Parent Responsibilities:**

- It is up to you to check PowerSchool weekly. It is suggested that each Friday both parents and students check to see the progress of the week.
- Keep your passwords in a secure place.
- Please do not panic about PowerSchool. If you have a question or a problem regarding PowerSchool not working correctly, please email Mrs. Kathy Barnes.
- If you have a question or concern about a grade, please have your child email or talk to the teacher.

## Behavior

The Warner/Joseph team has the same basic expectations for classroom behavior:

- Be respectful
- Be responsible
- Do your best



In the event that behavior issues arise we will do the following:

- Reminder of behavior expectations
- Private student conference/discussion when necessary

If the misbehavior continues after the reminder, the student will:

- Sign the behavior folder with the date, class and behavior infraction.
- Send an email to parent(s) at work/home. The classroom teacher will view and approve the content of the email for clarity before it is sent.
- The email will be cc'd to both Cook/Lowery teachers, the school principal and assistant principal.
- Parents will be contacted for a conference if the negative behavior continues after the above interventions.

## Electronics

- Although not required, personal iPads/Tablets/laptops may be used for classroom research, projects, etc. Students will be made aware of when they may be needed for upcoming assignments. Devices must be used according to the Code of Conduct which specifies for educational purposes only, whether in the classroom or out in the hall.



- **Cell phones are to be kept in student lockers, not brought into the classrooms.** At this age, we have found that phones tend to be more of a distraction than a help in class.
- Any devices used inappropriately will be collected from the student, and parents will need to pick them up from the school.

## Birthday Recognition



Students will be recognized in class on his/her birthday. Edible treats are no longer allowed according to the building plan. Students are welcome to bring in a non-food based treat to share. Please see page 16 in the student handbook for ideas.



## Valentines

You are welcome to bring in Valentines for one or both classes when February rolls around. Either bring them for the 27 homeroom students, or all 54, not just some classmates.

# Subject Areas

## Language Arts (Teacher – Mr. Joseph)

### Readers' Workshop/ Writers' Workshop



#### Supplies to bring to class daily

- Silent reading book that you haven't read before **at all times** in all Language Arts classes.
- Accordion folder/binder with tabs that are labeled Reader's Workshop and Writer's Workshop.
- Reader's/ Writer's notebook decorated with your inspirations and passions on the front.
- Planner
- Pencils/pens

#### Class Structure

This class meets daily during the Language Arts time. We will be doing a variety of activities to help you find your favorite books, increase comprehension and fluency, and overall love of reading. We will also be writing daily depending on the unit.

Each class follows the same format:

- Mini lesson- This is a focused lesson for the daily work
- Work time- Students practice what we have learned and then have time to work on their long term pieces
- Conference- Time for the teacher and student to meet about his/her current "in-class" writing/reading
- Share- Students have the opportunity to share what they were working on in that particular class.

The last part of Readers'/Writers' Workshop is the ongoing work we will do with our book clubs and leveled books. Both of these are designed to meet the very different needs of the class.

#### Expected Homework

**Reading**-The district expected reading time is 20 minutes/5 times a week outside of school. We require that you record the books you are reading on your **Books Read Sheet** on your Reader's Workshop Google Classroom page and in your Reader's Notebook Books Read Page. In addition, you are to prove you are reading by completing a response to literature from the *91 Ways to Respond to Literature* website, or use a similar idea to prove your understanding of the book. Please see the Google classroom pertaining to Reading Response. This is a major part of our work towards our **40 Book Challenge**. We know, from research, that the more we practice reading, the faster we improve. **We challenge each student to read one book a week to meet our 40 Book Challenge.**

**Writing**-You should have time to finish the daily lesson in class if you are using your time, but occasionally this may need to go home to finish. Any daily practice is checked in the next day.

Occasionally there will be textbook work to supplement our workshop learning.

## Word Study (grammar, punctuation, word work, and vocabulary)

### **Supplies to be brought to each Word Study class-Friday afternoon**

- Accordion folder or binder with a tab labeled - WORD STUDY.
- **Word Study** folder that we will make in class. (We will slowly make a resource book by keeping the completed packets of practice sheets)**This should be kept all year.**
- Planner
- Pencil
- Earphones- these should be kept in your locker at all times
- Technological device- if you have one, to take the spelling tests

### **Class Structure**

This class is once a week for 45 minutes. Biweekly, we do grammar and word work.

Grammar week-During the class time, there is a mini lesson on the required grammar/punctuation for the following week. The packet is designed to be completed in a week by doing a page a day. We also use this time to check the packet/work the following week to make sure everyone is learning the material. After a few weeks working on a given topic, there will be a quiz.

Word Study week-We alternate grammar with spelling and vocabulary. We use the *Words Their Way* program. This is a differentiated spelling program designed to meet you where you are spelling. **Daily** homework is given. **You need to play with your words each night to allow the program to work.** We have found that doing the work in one night does not allow you to learn the words/rules for the given week.

### **Expected Homework**

Each night there is one page in a grammar packet that is assigned for the week. On the opposite week there is word work practice required every night. Both of these assignments, the grammar and the spelling or vocabulary, are due the following Friday.

Please note: This is a very important part of language arts, yet we only have 45 minutes to work on it. It is a great idea to do supplemental work at home in these areas, including Compass Learning.

## Social Studies (Teacher – Mr. Joseph)

### **Supplies to be brought to each social Studies class**

- Interactive Student Notebook-ISN (workbook)
- Binder/Accordion Folder labeled Social Studies
- Social Studies spiral notebook
- Colored pencils
- Pencils
- Planner



## **Class Structure**

This class meets daily, Monday through Thursday. You will be an active participant, experiencing social studies through innovative teaching practices that include dramatic role-playing, creative simulations, dynamic group projects, and writing activities.

## **Expected Homework**

This work is done mostly in class. If time is used well, you will just have nightly studying for the test. If you did not finish the daily class work, you will have to do the work for the next day.

This is also a class that works well to teach study skills. As we are working on the subject matter, study skills are integrated throughout. So, some studying of the subject is required nightly.

You will also have monthly **Current Event Homework** to complete.

On alternate years, we use the 5<sup>th</sup> grade, US History, and 6<sup>th</sup> grade, Ancient World curriculum content. This year is the US History year.

## **Science/Engage (Teacher – Mrs. Warner)**

There are four Science units (approximately 6 weeks in length) throughout the year, interspersed between four Engage units (approximately 2 weeks each).

### **Supplies to be brought to each Science/Engage class**

- Binder/Folder/Accordion Folder
- Science notebook
- Colored pencils
- Pencils
- Textbook as needed for the unit
- Technology device (as needed if you want to bring your own, but not required). We have computers and iPads.



## **Class Structure**

This class meets daily. Science classes are multiage, made up of 5/6 homeroom students.

## **Expected Homework**

Most Science work is done in class, both in large and small group formats. Typical homework may include completing reviews and studying for tests. Some long term assignments may require time at home.

## **Math (Teacher – Mrs. Warner\*)**



\*Students are placed in a math class depending on grade level and ability. Each math teacher will have specific information about his/her class at Welcome Back Night, or will send home information during the first weeks of school. Please use that as a reference regarding the specifics of your math class and its requirements/expectations.

### **Supplies to be brought to each (Warner) math class**

- ◆ **5<sup>th</sup> grade:**
  - Student Activity Book (SAB) & Homework and Remembering Journal (distributed in class)
  - Spiral Notebook
- ◆ **6<sup>th</sup> grade:**
  - Math Textbook (Big Ideas) & Math Journal (distributed in class)
  - Math spiral notebook (2 subject is preferred, one area for notes, one for math work)- (**with pockets** would be helpful for handouts\*\*)
- ◆ **Both 5<sup>th</sup> & 6<sup>th</sup>:**
  - \*\*Math folder with pockets and brads
  - Pencils
  - Checking pen or pencil-any color but black (this is a **DAILY must-have**)
  - Planner

### **Class Structure**

This class meets daily for an hour. Lessons are taught in both in large and small group formats.

### **Expected Homework**

Daily homework will be assigned. There is often class time to begin homework. It is imperative to keep up with daily assignments so you don't fall behind in content.

Hopefully, these policies will create a safe and enjoyable atmosphere in the classroom that is structured for success. With your cooperation and partnership, we will make this a successful learning experience.

Thank you for your cooperation,  
The Joseph/Warner team