



***Bridgeway Island
5th Grade Team Handbook
2012-2013***

Welcome Back to School!

Welcome to Fifth grade!

We have a wonderful, yet busy year ahead, and we look forward to meeting and working with your child. Fifth grade is exciting for many reasons but for the students, they know they are just one year away from middle school. Because of this specifically, our job is more challenged. We need to prepare them for that next level of learning.

We want to provide you with some information that may help you to understand what your child has to look forward to, as well as, what our expectations are. The fifth grade team thanks you in advance for all you will do to help us help them become independent learners.

There are three 5th grade teachers at Bridgeway Island K-8 Elementary. They are Mrs. Belinda Rabb-Patterson, Mrs. Jean Strothers, and Mr. Kevin Tanner. We work as a team and all 5th graders receive the same academic content and follow the same expectations and guidelines. One of our primary goals is to increase student independence, which will allow them to be successful as they transition to grades 6-8. We do this through academic content, organizational skills, and personal accountability for their own learning.

Books, Binders, and Supplies

Students will be spending most of their day mastering the standards in Language Arts, Math, Science, and Social Studies. They will receive music and physical education weekly.

Books:

Students will be issued school books for use in the classroom. These books are not to be written in or altered in any manner. Routinely, we ask that their books remain here at school. If you feel your child would benefit from taking it back and forth, please feel free to ask for a permission slip to do so. It is critically important that these books be treated with care. They must last us the next several years. Students who damage books will be charged. Each subject has consumable workbooks. The consumables are used for homework. These are the books that go home and *each student will be given one and only one copy*. ***They must not lose their workbooks.

Binders/Organizer:

Success can always be achieved through preparation. This begins with students coming to school prepared to learn. Fifth graders are required to learn how to organize materials and a binder/organizer will help them to maintain organization. We strongly believe organization to be their biggest asset. We will assist them at the beginning of the year on efficient techniques, but the level of monitoring will taper off as the shift of accountability transitions solely to them. Their binder is where they will keep homework folders, writing, loose leaf paper, and their class planners.

The following is a suggested list of supplies to help them, as they work towards 5th grade proficiency.

Suggested School Supply List:

- An organized keeper for maintaining planners, folders, etc.
- Loose-leaf Binder Paper, Graph Paper (8 ½ x11)
- (6) Single-Subject Spiral Notebooks (2ELA, 2 Math, 1 Science, 1 History)
- Three-Pocket Folders (3) (Homework, Work in Progress, Reading)
- #2 Pencils (they do not need mechanical)
- Erasers
- Highlighters
- Pens (black or blue ink is the only color accepted for work)
- Colored Markers, or red pens, for self grading. (Flair pens work great.)
- Dry Erase/white board markers and cleaning cloth (old socks work too!)
- Middle School Dictionary/Thesaurus for home use.
- Post-It Notes
- Zipped pencil holders (***no plastic containers, please!).
- Tissue
- Back pack (wheeled suggested)



*For school projects later in the year, poster boards/tri-folds will be needed. They will also be in need of a white, clear front, 3- ring binder for their states project.

** Students **do not need, nor are they allowed to use** calculators. Do not send them with any. Protractors will be used later in the year and we have class sets.

***Colored pencils, crayons, scissors, etc. are good to have, but be aware that we do not use them often. They are not to be brought and used as play toys/distracters or they will be taken. **Due to the shavings, we do not want small pencil sharpeners in class.**

Classroom Wish List:

As we all know, budgets are growing increasingly tight. Classroom supplies regularly run low and in order to operate effectively, we would sincerely appreciate the following items throughout the year when/if you are able:

Donations for LaserJet printer ink (HP 1505), Photocopy paper, Tissue, Binder paper, Graph Paper, pencils, pens, whiteboard markers, flair markers, highlighters, student scissors, crayons, and post-it notes and of course, reading book donations from Scholastic.

Library and Reading Books:

Students will have ample time to check out reading books from either the class library or the school library. They assume full responsibility for these books and must return them in the same condition. All students participate in Reading Counts and must take reading exams for comprehension. We expect them to read, on average a book every week.

The classrooms libraries are from our personal collections. This means they are supplied by the teachers. We love to share our reading books with our students, but they must sign out and assume the same responsibility for these books, as they do any library book. We encourage them (and/or you) to order books through Scholastic. This is where you will find high interest reading books geared for their age group and leveled for their particular reading levels. We will send home Scholastic Flyers periodically. We will also set up an online ordering system to make it easier for you to order from home. If you choose not to order online, you may do so by sending in an order form to your child's teacher. We ask that you **do not send in cash,** but rather checks or money orders for the amount, made out to Scholastic.

Going to your local community library can also be fun and beneficial for research. Students will need to explore certain research topics periodically. The memberships are usually free and we encourage participation.

Projects

They will be given three larger projects throughout the year; a Heritage project done over Christmas break, a biography for Black History Month (January), and a State Report due in May. The Heritage Project is a self directed/family directed project that will reflect the students heritage/culture/family background, etc. This correlates with our Open Court Unit and the grade will be applied to their writing and presentation. The Black History Biography is a writing assignment we will do during February. The State Report is a report that is assigned in the fall and due in the spring. It will entail computer research and application of skills. This grade will be applied toward Social Studies grades.

Homework

We try not to give homework over weekends but in order to keep up with the pace, it is often necessary. There will also be times when a students' class work needs to be completed at home. This is usually necessary only for those who have not managed their in-class time wisely, especially if it means meeting due dates or keeping up with assignments.

Homework is an extension of their learning and our rationale is that it helps students develop good study habits. Students will bring home approximately 60 minutes of homework Monday through Thursday and the occasional Fridays. It may consist of reading for 30 minutes nightly and journaling a summary of what they have read. Routine language arts assignments such as spelling and vocabulary Mon-Thurs. They will have writing assignments to work on. We do provide in class time for writing but often need at home time for further development. Science and History are typically completed in class. Math homework is 4-5 days per week and should take no longer than 20-30 minutes. It is always a follow up to that day's lesson. They can expect to work on their larger projects at home.

All homework is a review and reinforcement of what we have learned. *It is not a new lesson, nor is it busy time.* We consider it (especially for math) to be practice towards proficiency and therefore, it is not taken lightly. Students who do not complete homework assignments often fall behind on their academic skills, so as we prepare them to become independent and responsible learners, we require that they complete their homework assignments daily. **This is a fifth grade policy.** We may have them call you when it is not done; we may require they stay after school to complete it. As late work is generally not accepted, making a habit of this usually results in zeros.

Our purpose is to hold them responsible and accountable for their learning. It is of little value to their overall learning to get behind, and of no value to not hold them responsible. We are very thankful for the support we are sure you will provide in this area.

Assignments are maintained in our class planners and students are required to write those assignments in their daily planner. We will instruct them at the beginning of the year how to log it, will always provide them with time to log it, and expect them to do it. We will monitor them closely at the beginning of the school year but the supervision by us decreases as the year progresses. As we expect students to become independent with their daily routines, we will not assume responsibility for this during the second half of the year. Please review their planners nightly to be sure they are completing it thoroughly and legibly. You may want to initial it. This is your way of holding them accountable and it also helps you to stay connected to what they are learning. If you do not see their planners or if you find their planners incomplete or messy, we ask that you hold them responsible. It is their duty and part of their morning obligations to get it done. Should they lose their planners, know ahead of time that the school does not have enough for replacements.

Academic Information

Our **English Language Arts** is Open Court. We have a lesson per week. This consists of a reading, spelling, and vocabulary. We begin the lessons Monday, work on all areas daily, and have our tests every Friday.

Writing consists of written assignments, essays, and **grammar**. Most writing assignments are weekly, a few are two- week requirements, and the research writings will be spanned over a few weeks. Instruction is provided on each and every writing assignment and students must take notes on what is expected. As the writing is theirs, and therefore their responsibility, they need to be sure they understand the assignment when instruction is given and not the day before it is due. Their grades depend on listening to the instruction and taking notes on any expectations and requirements. We devote in-class time to all stages of writing (prewrite, drafting, revising, editing, and publishing) and students are expected to have their writings available every day to work on. Even when working on at home, they should have it printed out and available at school. Because we devote time to writing daily, we will not accept it late. All assignments are expected to be thoroughly completed, neat, and in their own words (not copied nor written by anyone else). They will be judged on the specific writing requirements, level of content, organization and flow, spelling, vocabulary usage, grammar, punctuation, and neatness.

Help and guide them as you are comfortable, but we remind you it is their work we want.

As they are assessed on independent writing benchmarks, this is critical.

Some of the basic 5th grade writing expectations they will demonstrate are:

- That writing is composed of several different well developed stages (prewriting through publishing).
- That use of these stages will develop good narrative, expository, persuasive, and descriptive texts of 500-700 words for many assignments.
- To be able to explore various research materials, maintain notes on topics and ultimately complete required research reports on important issues.
- Most final copies are written in pen, in cursive, and always neat and legible. Some will be accepted typed.

Reading

Reading is essential. We participate in the Reading Counts program. This is a program in which the students get a book at the library (and within their reading level), read it, journal about it and then take an exam on the computer when done. The exam tests their comprehension. After they pass a test, they may exchange the book at the library. A daily reading journal is provided for them. They must summarize each day on what they have read. We ask for parent/guardian signatures, indicating to us that you have observed your child read for 30 minutes. If they do it in school, we will sign. Their journal entry should match the story they have read. We strongly encourage discussions at home on what they are reading. Talking about their books and their summaries will improve their comprehension.

Students will also be evaluated for fluency levels throughout the year. To assist them, you may want to listen to them read out loud and help them with pronunciation when necessary. A good, fluent reader spends less time thinking about how to say something and more time thinking about what they are reading. Remember, we are no longer learning to read, but reading to learn.

Math

Math will now move at a fairly fast tempo, with a new lesson taught each day. A successful fifth grader must have a good foundation of their basic math facts and be able to complete basic addition, subtraction, multiplication, and division problems. They will need a solid foundation of skills, to keep up with the fifth grade pace. If you know your child struggles with their math facts, please assist them.

Homework is never given on a lesson that is not taught. It reinforces that day's lesson so it is essential they complete it that day. It should not be taking any longer than 20-30 minutes. If you are finding a lot of struggles, please let us know. Homework is 25% of their overall grade, so getting it done matters. Important information: **we require that all math work be shown**. A list of answers only is not acceptable and will be returned for

completion. Work must be legible and in pencil. Pen is NOT ACCEPTED and will also be returned.

Assignments not done result in a zero.

Students can expect an assessment of their skills every week.

Science and Social Studies

The students will now be receiving these two subjects daily. Our schedule of teaching resembles that of Middle School, but the students remain in one classroom, with one teacher.

Science and Social Studies are usually 1 lesson per week (periodically 2) and students are taught the necessary skill of note taking. We are working on how to read and interpret information in an expository text. In science, our note-taking taught is the 'Cornell Note' style and in Social Studies, we show them how to find main ideas and details.

Students will take a science quiz weekly and in both subjects, chapter exams are upon completion of each chapter.

Fifth Grade's Steps Toward Success Policy! (Very important)

As our students are in their last year of 'elementary' and moving on towards middle school, we see their general academic need as being prepared for increased independence in their learning. This translates into being more responsible for their efforts and their grades, and with that comes accountability.

If one of our students is not passing in two or more subjects, or if their behaviors are impeding learning, we want to know why. The following will be our steps in an effort to reduce academic at-risk behaviors.

Step 1: A meeting; the Fifth grade team and the student (and the parents) will attempt to explore the reasons for low grades and what we can do to help them find success.

Step 2: We will develop either an academic or a behavior plan. This plan may involve attending an after school support program.

Step 3: After a predetermined amount of time, we will revisit the plan and determine progress. If progress made, no further steps needed.

Step 4: If acceptable progress is not being made, a formal meeting with our Administration will be made.

School Hours/Attendance

Class begins promptly at 8:00 AM. Students who arrive after 8:00 (should be on their line by 7:57) will be marked tardy. This is school policy. If your child is late, they will need to go to the office for a tardy slip.

Before school, students report directly to the playground or may go to the cafeteria to eat breakfast, if needed.

They do not hang around outside the classrooms. Teachers pick them up from the playground line.

School ends at 2:30 PM on regular days and 12:45 PM on minimum days. Walkers and cyclists will leave immediately via the front of the school, unless they need to pick up siblings. If parents pick-up their students at the classroom, they are asked to wait outside the classroom until dismissal. Students are dismissed by the teachers, and students need to be ready and cleaned before they will be dismissed.

Attendance is crucial, but we also realize that almost everyone gets sick periodically. If your child is absent, please contact the office at 375-7778. When students return, they need to check the class agenda for assignments due. Class requirements *are not excused due to absences*. Make up work is the student's responsibility. If they are absent one day, they will have one day to make up the work, two days absent will have two days, and so on. Missing work not turned in results in a zero and no work is accepted at any point after a grading period ends.

We know it is difficult but we ask that you try to schedule appointments and engagements after school when possible. This is so that your child does not miss instruction. It is difficult to re-teach lessons thoroughly and

completely. Students also miss the opportunity for learning through class experiences and other students' questions. We encourage the use of *Study-Buddies*. This is one or two classmates who are willing and able to assist with school information, when they are either absent or need further clarification on an assignment. This not only develops friendships, but also promotes ownership of learning and problem-solving.

Classroom Rules

Fifth graders are expected to be Safe, Responsible, and Respectful. Each teacher has developed plans and procedures that promote good learning as well as good citizens. These will be developed and reviewed in each class and our expectations are that each student will follow them.

The standard 5th grade discipline procedures include the following steps:

1. Warning
2. Change of seat within class
3. Refocus (sent to another classroom for a chance to regroup) and possibly detention.
4. Loss of Recess or Afterschool Detention
5. Conference with Parents/Guardians.
6. Referral to Vice Principal

Bridgeway Island Elementary has a Citizenship Development Plan (CDP) that all students will be required to follow. Horseplay, defiance, profanity, and any inappropriate behavior will not be tolerated. The CDP is a progressive plan and students can move back and forth through the steps. For example; if a student makes a bad choice, they will receive a consequence and be placed on a step. If a student makes good choices and does not move up the steps over a ten-day period, he/she will be rewarded by moving down a step. The placement of the CDP is monitored by teacher and Vice Principal and consequences are determined by placement on the CDP. If your child struggles to work with the classroom rules on a regular basis, **we may ask that you come in and sit next to your child in class, until the discipline issues are resolved!**

We appreciate and encourage positive behavior and do reward that too. Look for positive calls home, "caught you being good" tickets, and of course, nothing works better than instilling intrinsic compensation for both learning and behavior. Please know that ongoing behavior problems may result in a student's inability to participate in classroom reward activities; such as parties, movies, etc.

School Uniform

In order to teach cooperation and equality, Bridgeway Island Elementary has a uniform policy: Navy blue pants/shorts/skirts and a white shirt for K-5 or a Bridgeway logo shirt. The school board has added navy blue as an alternate color for shirts and khaki for slacks/shorts, and skirts. Black is no longer an acceptable color for slacks. There will be NO exceptions. Please help us enforce the uniform policy to support team spirit and build school community. If your child is not in uniform, they will be sent to the office to call you for a replacement. Thank you in advance!

Weekly Report

In order to keep you informed on how your child is doing academically and behaviorally, **we will send home weekly Friday Folders**. This is to allow you to see the work your student is doing and to keep you informed of their progress. You will see that our weekly reports are designed for student reflection and goal setting. We view this as a routine time for self reflection. Your student and their teacher may even dialogue in their Weekly Report. Should you have any specific concerns or comments, feel free to write them down in the folder and we will attempt to respond back to you as soon as possible. We ask that your student **return the folders and their work every Monday!** We like to keep their work in class, in their student portfolios. We maintain it here so that students may look at it during times of goal setting, so that work is available for conferences, so that writing is saved for 'Author Day', and on the odd occasion, should a question be asked of a particular assignment, we

will have the work to refer to. We are not allowed to release their math district benchmark exams, so these will not be in their Friday Folders. All other work will go home at the end of the year. We promise!

Grading

Grading and assignments can be viewed through our *Homelink* online grading system. You will need an ID, which is provided by the office staff. Being connected to this system allows you to stay on top of how they are doing. We encourage you to view *Homelink* often, as it allows you to know when assignments are not being turned in and what areas they may be struggling with. It is a great tool. Please take advantage of it.

Standard 5th Grade Grading Policy:

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

Parent Help

In general, homeroom parents are not necessary in fifth grade. The 5th grade team may need parent volunteers periodically to help with activities that may come up from time to time. If you are interested in volunteering, please let your teacher know. When you do volunteer (or for that matter, anytime you are on campus), we remind you that you must be signed in and wearing a badge. This is for the safety and well-being of all the children. As we do have Teacher's Assistants (TA's), in-class organizational help is usually not needed.

Field Trips

We may be planning a few field trips this year, as budgets allow. As we schedule the trips, we will send home information. *FYI-* If we do, we *may* need to fundraise to support transportation and the cost of admission (if applicable) to each trip. Donations and fundraising assistance, if needed, will be extremely appreciated.

Snacks/Birthdays

Snacks are a great source of energy to keep your child's mind flowing. Please send healthy snacks to school with your child. PLEASE, NO HOT CHEETOS, RAMEN NOODLES, SODAS, CANDY, ETC..., (if chips are in their lunch that is fine). Please help us fuel their bodies and minds with healthy snacks such as fruits, vegetables, graham crackers, pretzels, etc...

NO CHEWING GUM IN CLASS ALLOWED. This is school policy.

We encourage and allow water bottles as everybody needs to be well hydrated. But, allowing water can pose certain problems. They are not to be played with, ever. Should a teacher find that, the student will be asked to put the water away. For health reasons, we ask that students not leave their water bottles in school over night. They often end up on the floor, touched by others, becoming unsanitary. Students need to take care of their own bottles and bring them home daily. We do not allow anything other than clear water in their bottles, period. Birthdays are indeed a great celebration for family and friends, if you choose to celebrate. But in school, due to our tight schedule and the pacing of our learning needs, we do not have birthday celebrations in our classrooms. We want you to be aware of this policy ahead of time. Should you send cupcakes to school, your student will bring them to the cafeteria at lunchtime, where the birthday boy or girl will distribute them.

Lunch Procedure

Please have your child pay for their lunch account before school, between 7:30 AM and 8:00 AM ONLY! Also, please make sure to keep your child's account current is in order to assure they are receiving a healthy lunch daily. If their account falls behind, they will receive a complimentary peanut butter and jelly sandwich and milk!

Parent Conferences

Parent Conferences will be held twice; in October and March. Both are mandatory. All parent conferences will be scheduled during regular school hours, between the hours of 8:00 AM to 4:00 PM, except for extraordinary circumstances. We will send home conference dates/times as our conferences approach!

We, in 5th grade, do student led conferences, which means your student must be here.

Extra Help/After school

Teachers are available for extra help. We are usually helping during recess and after school, usually Tuesday and Thursday. We will offer intervention services for those students classified at risk, as determined by assessments and staff. It is not simply for those who are not completing work or those not paying attention during school. Intervention teachers are usually volunteering and have no time, nor tolerance, for fooling around during this important time. If your student is not independently focused, or is disrupting the learning of others, their participation may be terminated. We try to maintain afterschool participation to a limited number of students so that we may provide the necessary assistance in small groups.

We want and strongly encourage all students to let us know when they do not understand a lesson or an assignment. We don't know there is a problem unless they tell us. Encourage *them to ask us* questions. We truly care about their learning

Communication

Again, we look forward to working with you and your child! We encourage you to talk to us about your child's learning anytime!

Should you have questions, please feel free to contact us. The following are the suggested means of communication. You may check out the routines on our website. You should check their planner nightly. You may send a note anytime, call us at school at 375-7778 (during our prep, at lunch, or before, and after school); or you may email us. You can email Mrs. Rabb-Patterson at mrsrabbpatterson@gmail.com, Mrs. Strothers at jstrothers@wusd.k12.ca.us, and Mr. Tanner at ktanner@wusd.k12.ca.us. We are not able to speak during our teaching time and are usually not online during the day, so please be mindful of that when you call or send an email. We will get back to you as soon as possible.

Sincerely,
Mrs. Rabb-Patterson
Mrs. Strothers
Mr. Tanner



Bridgeway Island 5th Grade

Team Handbook Signature Page



Please sign and return this page only. Keep the rest for reference.

We have read the 5th grade team handbook and reviewed with my student. Our initials next to each item means that we have been made aware of the expectations.

	Parent Initials	Student Initials
<input type="checkbox"/> Suggested Supplies	_____	_____
<input type="checkbox"/> School Book policy	_____	_____
<input type="checkbox"/> In-class Library/Reading Books	_____	_____
<input type="checkbox"/> Projects/Academics	_____	_____
<input type="checkbox"/> Daily Planner	_____	_____
<input type="checkbox"/> Homework	_____	_____
<input type="checkbox"/> Late Work Policy	_____	_____
<input type="checkbox"/> Attendance/Absence requirements	_____	_____
<input type="checkbox"/> Rules/Discipline	_____	_____
<input type="checkbox"/> Steps Toward Success Policy	_____	_____
<input type="checkbox"/> Uniform	_____	_____
<input type="checkbox"/> Weekly Reports/Friday Folders	_____	_____
<input type="checkbox"/> Grading/Aeries online	_____	_____
<input type="checkbox"/> Celebrations/Birthdays	_____	_____
<input type="checkbox"/> Parent Conferences	_____	_____
<input type="checkbox"/> After school/ Extra Help	_____	_____
<input type="checkbox"/> Communication	_____	_____

The handbook was reviewed by us and our child on _____.

Date

Signed,

_____ and _____
(Student) (Parent/Guardian)