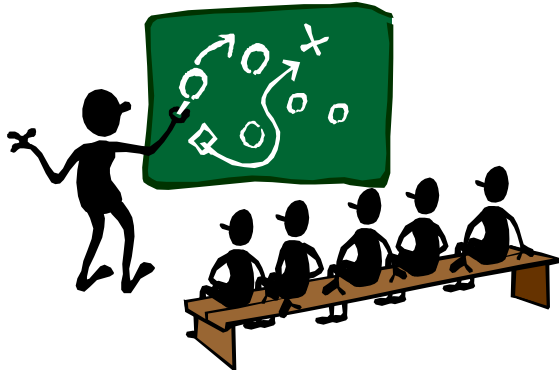


Cummings Elementary

6th Grade Team Handbook



Mrs. Katie Clark

Mr. Chris Horton

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Unity
Anonymous

**I dreamed I stood in a studio,
and watched two sculptors there.
The clay they used was a young child's mind,
and they fashioned it with care.
One was a teacher; the tools he used
were books and music and art;
One a parent with a guiding hand,
and gentle, loving heart.
Day after day the teacher toiled,
with touch that was deft and sure;
While parent labored by his side
and polished and smoothed it o'er.
And when at last their task had wrought-
for the things they had molded into the child
could neither be sold nor bought-
and each agreed he would have failed
if he had worked alone.
For behind the parent stood the school,
And behind the teacher....the home.**

**6th Grade Team
Bill of Rights:**

- 1. I have the right to be treated with respect.**
- 2. I have the right for my personal property to be safe and secure.**
- 3. I have the right to speak and to be listened to.**
- 4. I have the right to learn.**
- 5. I have the right to teach.**
- 6. I have the right to make mistakes.**

6th Grade Team
The 5 R's to live by:

1. **Respect:** for all others and self.
2. **Responsibility:** for your actions, learning, and materials.
3. **Ready:** for each class by having your assignments and materials prepared and with you.
4. **Raise:** your hand; it helps!
5. **Refuse:** to be a part of the problem; rather, be part of the solution.

6th Grade Team Discipline Plan:

During the course of each day, you will be held to the 5R's as a part of your contribution to the positive atmosphere of our team. If there is a time when choose not to follow the 5R's, you will receive a CHECK consequence. If you do something positive, you will receive a +. You will record these marks along with their reasons on your Responsibility Chart. This R-chart will be totaled (+ & Checks added like positive and negative #s) each Thursday. Your teacher will verify the total and sign. This will then be sent home on Friday in the Friday folder and returned each Monday with a parent's signature.

0 checks= 3 Good As Gold Tickets

1 check= 2 Good As Gold Tickets

2 checks= 1 Good As Gold Ticket

3 checks= 0 Good As Gold Tickets

4 checks= Loss of Fun Forty participation

5 checks= Loss of F.F. & lunch detention (Student written action plan)

6 checks= ** and 2nd lunch detention

7 checks= ** additional 3rd lunch detention

8 checks= ** and student call home, after school detention

9 checks= **and Student/Parent/Teacher/Principal meeting

10 checks=** and In-school suspension

*Gross behavior conduct: violence, swearing, disrespect automatically will result in automatic pink slip and individually determined consequences.

** Each step is cumulative and all of the previous levels will be included.

6th Grade Team Positives:

During the course of each day, you will be held to the 5 R's as a part of your contribution to the positive atmosphere of our team. If you are doing all you can to make this a great place to be and learned you will be recognized with positives.

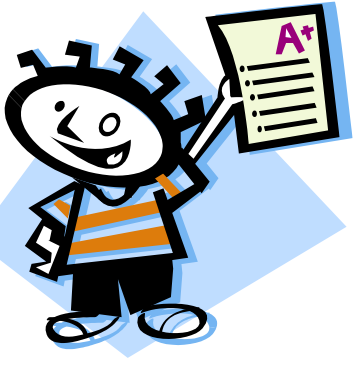
- Your self-respect and maturity.
- Your teachers' appreciation and respect.
- Your parents' appreciation and respect.
- Positive notes and comments.
- Fun Forty on Fridays.
- Good as Gold ticket that allows you to choose from a variety of activities and rewards.
- Special Trips/events

1. Special Days (Gum/Candy, music, hat, pop, gym, game, Read-ins) = 2 tickets
2. Team Ice Cream Social= 3 tickets
3. Pencil or eraser top= 1 ticket
4. Approved class assignment (as directed by teacher)= 1 ticket
5. 1 day late assignment without penalty= 1 ticket
6. Locker usage (outside of normal times)= 1 or 2 ticket(s) as directed by teacher
7. Extra Recess (10 minutes) = 2 tickets
8. Extra Library/Reading Time (15 minutes)= 2 tickets
9. Extra Computer Time (15 minutes)= 2 tickets

Cummings 6th Grade Team

Homework Policy

1. Keep an up-dated Homework Agenda. (After an absence, fill out the missed day(s) agenda during homeroom and use as reference for make-up work.)
2. Use correct labeling of all assignments. (In the upper, right-hand corner: full name, student #, date, and page # of the assignment.)
3. Check for neat handwriting, proper spelling, thorough answer, and correct numbering.
4. Homework is due the following day unless you are told differently by the teacher. (Record due date in your Homework Agenda.)
5. For each day absent, you have one day to hand in missed homework. (When possible get the homework assignment before absence.)
6. All work must be turned in on due date. (Consequences for not having it ready on due date will be enforced.)
7. Any class assignment not completed during in-class work time will need to be completed at home each school day. (Expect for 6th grade, 30-60 minutes of at home study 4-5 days per week.)
8. You or your parent may request agenda signing each night to help you keep on track. (See your teacher to request the form describing the procedure.)



6th Grade Team Grading Procedures

All grades are entered in the computerized grading program: Infinite Campus. This allows for accurate, non-biased grades to be given. Over the course of a 12 week trimester, a given amount of points is assigned to each subject. Those points are assigned a weighted value according to the category they fall into: for example, daily work, quizzes, tests, projects, etc. Depending on the amount of points your student earns will determine the grade for that class in that trimester.

Once you have a parent portal account set up, you may check your student's grades day and night. You are also able to see notes from the teacher concerning various grades. We highly suggest that each parent signs up. See the end of packet to sign up or to let your student's teacher know that you don't have access to the Internet and would still like a printed paper grade report sent home in the student's Friday folder every two weeks.

Re-teaching Policy: While we do provide re-teaching for missed or un-mastered lessons, often students who have many absences or great difficulty with particular units will need additional outside help. This is where our connection between home and school is so important. By working together, we can provide the most complete instruction for students.



6th Grade Team Home/School Communication Policy

In order to help your child find success and enjoy this year as he/she is transitioning to middle-school expectations, we feel that communication between the home front and school to be extremely important. However, we are only 3 people working alongside of 65 families, so we feel it necessary to have a procedure that will make the communication manageable and effective. The following are the ways we will use to accomplish this goal.

- **Responsibility Charts (R-charts):** Each week students will fill out a Responsibility chart keeping track of things they did especially well (marked by a plus symbol) and things they did that broke our the five rules of responsibility (marked by a check symbol). The reason for the plus or check will be written next to it. These charts are signed each weekend and returned each Monday. All important papers, such as grades will be stapled to this chart to insure parents see them.
- **Infinite Campus Grading System:** You may check any class progress via the Internet. If you don't have a Parent Portal log-in, contact the office and they will send one home along with directions. (This can be done with the form at the back of this packet.) We teachers will update grades weekly and many times we leave comments for special situations.
- **Missing Assignment Reports:** These are sent home with students whose parents are not checking grades using the Parent Portal through Infinite Campus. Once requested, this report is sent home with your child every other Friday stapled to their R-chart in their Friday folder. These will include and missing assignments students have. We ask that you review it with your child, sign the R-chart which indicates you saw both, and send back on Monday.
- **Friday Folders:** Students will receive a folder with their names on it. Each Friday, it will come home with the R-chart on one side and any other communications from the school, district, or community on the other. This should come back to school each Monday to be stored in the classroom.
- **6th Grade Team Blog:** <http://gpsblogs.org/cummings6th/>
News updates; helpful research and homework help Internet links, and other useful information. Subscribe for e-mail updates so you are always aware of the latest news:) This is a spam-free subscription that you can opt out of at any time. Sign up located at the bottom of the blog home page.
- **Team Newsletters:** Monthly newsletters will be sent home with students (either paper copy or via the team blog) updating you of what is going on in each class. To save paper, sign up for Team Blog Subscription at the bottom of the Cummings' 6th grade Team Blog home page.
- **School Newsletters:** Information on activities going on throughout the school will be sent home bi-monthly.

6th Grade Team Home/School Communication Policy continued



- **Happy Grams, Discipline Notices, and phone calls:** We will contact you as your child does something awesome via notes or a call. If your child reaches level 4, you will receive a student written action plan; if your child reaches level 7, you will receive a call; if your child reaches level 8 you will receive a call to set up a S.P.T.P. meeting. *See Team Discipline Plan.
- **In-class phone calls:** Calls during instruction times is a difficult time for us to speak freely and completely. So, we will not answer any “out-side” calls during those times. * See Team Schedule. At those times, you may leave a message, or you may call the office. We are best able to talk ½ hour before or after school or during our planning time. * See Team Schedule.

Cummings Elementary: 254-6041 *due to phone number changes this year, please contact the office and they will forward your message.

- **E-mail:** This is a wonderful tool for communication. We will try to respond to your e-mail within the same day if our schedule allows.

Mrs. Bassett: mbassett@gpsk12.net

Mrs. Clark: kclark@gpsk12.net

Mr. Horton: chorton@gpsk12.net

Mrs. Travis: btravis@gpsk12.net

- **Illness/Absences:** Please call the office. Homework is sent home for illness only if the student has been absent for 2 or more days. 616-254-6041
- **Weather/School-related Emergencies:** www.grandville.k12.mi.us or watch TV channels 8 or 13 or tune your radio to WOOD or WLHT.
- **Classroom Visits:** Please contact us to schedule a time to visit. Upon arrival at the school, make sure to first stop in at the school’s office to sign-in and get a visitor’s badge BEFORE coming to the classroom to insure the school’s safety.

What you may bring to school...

Every day:

- Water bottles are encouraged (with **water only**).
- **Healthy** snacks if desired. (May not interfere with learning.)
- Hats/scarves may not be worn in school.
- Coats and backpacks are to be **left in your locker**. If you get cold easily, wear layers. Possibly keep a sweatshirt at school.
- Backpacks with agenda, trapper keeper (w/subject folders & agenda), Book Recommendation book, and any needed textbooks for homework completion should be brought home from home to school and back each day.

If you come to school wearing any of the following items listed, you will be asked to call home to get a change of clothing. If a parent is unavailable, we will provide something to wear.

- Clothes depicting anything obscene, vulgar language, extreme violence, or advertising of cigarettes, alcohol or other drugs.
- Clothes made of sheer fabric, thin-strapped tank tops, clothing that exposes stomach or where underclothing cover, or shorts/skirts above mid-thigh.

Donations are needed: (See “What in the World do we need” display)

- Tissues
- Slightly used books
- Slightly used games (Board games, cards, dice, chess, checkers)
- Hard candy & bubble gum (rewards)
- Chocolate and strawberry syrup (for Ice cream socials)
- Disposable bowls, spoons, cups (for Ice cream socials)
- Combination locks (to practice for middle school lockers)
- Sticky notes (for interactive reading and writing)

Entering and Exiting the Building

Entering:

1. You will be entering the building in the morning through the doors near your lockers on the east side of the building.
2. When entering the building, make sure you are not running, pushing or shoving. Keep some space in between you and the people around you.
3. Walk into the building and go to your locker.
4. Get what you need for homeroom (notes, lunch money, etc) and for your first switch.

Exiting:

1. We will be leaving the building through the same doors we entered.
2. Around 3:35, I will excuse groups to go to their lockers and get their backpacks and whatever else they need to take home.
3. Once everyone is back in the classroom, I will excuse groups to leave after the bell rings.
4. When leaving the building, make sure you are walking, keeping space between you and the people around you.

Remember, you are 6th graders now. We are expecting more of you this year. You are setting the example for the younger students at Cummings!



Book Recommendation

Recommended by: _____
(Reader's Name)

Book Title: _____

Number of Pages: _____ Author: _____

I verify that my child has read t

Genre of Book:

Fiction (circle one)

Realistic

Ne

Historical

My

Fantasy

Hu

Science Fiction

Adv

Poetry

**EXAMPLE
ONLY**
(Book forms to be filled
out in ink or typed)

circle one)

Book Advertisement: (Give the highlights to sell this book to other readers)

Draw a detailed scene from the book (include color):

******All Book Recommendations are due by 3:45 with all above required elements (including written in pen or typed) on or before due date.********



6th Grade Book Recommendations

Mrs. Clark
Cummings Elementary

Dear 6th grade team parent:

This year, we will continue to focus on developing our love for reading while widening our tastes for different genre of books. To this end, we will devote 30 minutes each day of our Team schedule to participating in the **READING ZONE**. Students will be guided to how to find books they love to read. Students will be expected to also read for 30 minutes each night at home as well- more if they want☺

Each day, students will have the time to journal literary letters (reflections on what they're reading). However, every 2-3 weeks, students will be asked to fill out a Book Recommendation form on a book they especially enjoyed to encourage other readers to read it. The Book Recommendation form is a very short and simple way for students to recommend books to one another (see example on the back of this letter). These completed forms will be kept in a binder for other students to refer to all year. When a student has their form filled out, they may turn it into the reading bin. I will then sign them up to give a short book ad presentation. These talks are done during our time in the library. Book Recommendations are considered quiz grades for reading class.

Students are required to vary their reading genre for each graded recommendation. The following are genre that may be selected.

Fiction: realistic, historic, science, fantasy, humor, adventure, mystery, classic/Newbery, poetry

Non-fiction: biography, scientific, historical, social sciences, (some) reference

We will be setting a goal of reading 40 books this year. Our focus will be to immerse ourselves into reading, writing, and talking about great books! I encourage you to talk to your student each day about the book they are reading. It's even fun to read a book together!

Sincerely,

Mrs. Clark

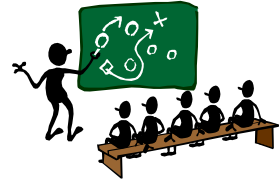
I have read the information regarding required Book Recommendations for this year in Mrs. Clark's reading class.

Parent Signature: _____

Student Signature: _____

Questions/Comments if any:

Cummings' 6th Grade Team Handbook Verification



Student: I have read the Handbook and understand it. I will honor it while a part of the 6th grade team.

Student Signature

Date

Parent/Guardian: My child and I have read and discussed the Handbook. I understand it and will lend my support.

Parent/Guardian Signature

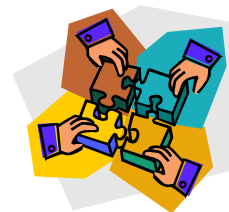
Date

We thank you for your cooperation in making this a great year! If you have any questions, please contact us as soon as possible via note, visit, or phone call.

Sincerely, Mrs. Clark

Mrs. Travis

Cummings' 6th Grade Team Volunteering Opportunities



Dear Parents,

A sixth grade classroom is a busy place, and we could use all the help we can get! If are at all interested in helping in any of the following areas, simply circle your area(s) of interest. We will contact you as the need arises to ask then if you'd still like to participate.

Heart Dissection (Feb)

Writing Conference Partner (All year)

Classroom Parties

Ice Cream Socials (once a trimester)

Camp Chaperone (End of year)

Scholastic Book Order Coordinator

(once a month-can be done from home online)

Please indicate the best times to contact you and your phone #:

Infinite Parent Portal Account Information

You can now...

- Access your child's grades and attendance online now through graduation!
- See specific grades and assignments at your convenience!
- Email classroom teachers directly with questions or comments.
- View updated grades weekly.

If you HAVE set up your account...

- Please complete the bottom of this form to let us know if we need to continue to send home printed progress reports. Our hope is to utilize the portal to reduce the number of reports that are printed.

If you HAVE NOT set up your account...

- Send this back with your e-mail, and Mr. Merkel will get an account set up for you.
- You can access and print the User's Guide from our website:
<http://www.grandville.k12.mi.us/schools/portal.asp>
- Once you have set up your account, please return the bottom of this form to let us know if you still need printed progress reports.

_____ I have a Parent Portal account established. I will be checking the Infinite Campus portal regularly.

_____ I don't currently have a Infinite Campus Parent Portal account and would like an account set up for me now.

My e-mail: _____

_____ I received my Parent Portal information, but still require printed progress reports for my child.

Student Name (please print)

Parent Name (please print)

Parent Signature

Date