

## 2012-13 St. Albert the Great Sixth Grade Handbook



Welcome to Sixth Grade at St. Albert the Great School! This school year will bring many exciting and challenging experiences, studies, and discoveries as students progress toward and prepare for their high school years and beyond. To ensure a successful and enjoyable school year, parents and students need to please read and know the information in this handbook as well as the St. Albert the Great School Blue Book. Please also review each teacher's classroom handbook and website thoroughly.

Your child will have a successful year if we work together to assure that things go smoothly. We will keep you informed of your child's progress and notify you of any problems that may arise. Please feel free to contact us to discuss any concerns you may have. Email is the preferred form of communication. We will respond to all emails within 72 hours of receipt. Due to extracurricular responsibilities, we cannot and will not hold impromptu conferences at any time. With classes and responsibilities all school day long, it is difficult for us to make phone calls.

Thank you for your cooperation and support,

Mrs. Anne Jay (6A [ajay@stalbert.org](mailto:ajay@stalbert.org))

Mrs. Sharon Donohue (6B [sdonohue@stalbert.org](mailto:sdonohue@stalbert.org))

Mrs. Lynne Reid (6C [lreid@stalbert.org](mailto:lreid@stalbert.org))

**BEHAVIOR:** (also see St. Albert School Blue Book) Students are expected to show respect and good behavior at all times towards all adults and students. Students receive a Conduct/Effort grade for each class on their report cards. Students begin each quarter with 100 points in each class. Two points are deducted for each behavior infraction. A student losing six points in a single class period will lose a recess. A detention will result for losing eight points in a single class period. Certain behaviors will merit a detention immediately, regardless of the number of points lost.

**GENERAL CLASSROOM RULES & PROCEDURES:** All hardbound books should be covered for the entire year, as students are responsible for maintaining the good condition of the book. Do not use adhesive back paper. Students must provide their own supplies and label supplies. Please check periodically to see if anything needs to be replaced or replenished. All assignments must be done in blue or black ink, except for math, which must be done in pencil. Any other color will result in the assignment being redone. All assignments must be completed in cursive writing. Please note that students are required to have a novel with them at all times.

If a student's regular mode of transportation home in the afternoon changes, a note must be sent to school stating the transportation plan and the note must be signed by the parent.

Students are reminded that cell phones, iPods, and any other electronic devices brought from home must be turned off and placed in the electronics box located in each homeroom by the 7:50 a.m. bell. These devices will remain in the box for the entire school day and will not be returned to the student until the school day dismissal bell. (See Blue Book for more details on electronics) If a student needs to make a phone call during the day, they will be sent to the School office to do so.

Please remember uniform violations (see Blue Book) can be issued by any teacher. The Blue Book states that students receiving a uniform violation will "wear their uniform on the next free dress day. After two uniform violations in a quarter, the student will receive a detention.

**GRADING:** Please monitor grades on Edline at least once a week. Missing assignments, as well as grades and current averages, are posted on this site. Grades will be posted on Edline on a regular basis. Tests, quizzes, projects, and reports will determine the mastery of content knowledge for each class and will be weighted at 90% of the student's class grade. Homework/Daily Work is weighted at 10% of a student's class grade. The Conduct/Effort grade is assessed separately from the academic grade.

The grading scale is as follows:

100 - 93 = A    92 - 85 = B    84 - 75 = C    74 - 70 = D    69 and below = U

**ASSESSMENTS (Tests, quizzes, projects):** Advance notice will be given for all tests. Periodic quizzes may be given, some possibly with no notice, to ensure that homework/ reading assignments are completed or that the student has retained knowledge from a previous class. Cheating on a test or copying another student's work at any time, including homework, will not be tolerated. In the event of cheating, a zero will be issued to all students involved, and no make-up work will be allowed.

**HOMEWORK & DAILY WORK:** Students are strongly encouraged to use their assignment notebooks daily. Checking the 6<sup>th</sup> grade homework link through the school website is an excellent way to keep informed of daily assignments, projects, and upcoming tests & quizzes. Homework is assigned to students orally and visually in each class. Assignments are listed online through the 6<sup>th</sup> grade homework website as a courtesy. Students are responsible for assignments, even if they are not listed on the homework website.

Sixth grade students should expect about 60-75 minutes total of homework each night across all subjects. If a student fails to turn in an assignment when a teacher asks for it during the appropriate class period, for any reason, a zero will be posted on Edline. If the assignment can be made up (those corrected in class cannot), it must be turned in the next school day for a student to earn 80% of homework points/grade if the assignment had been turned in on time. After one day, no late work will be accepted and the zero will remain.

After a "breaking-in" period of time, students will not be allowed to return to their homeroom, once class has started, for any reason, including retrieving forgotten homework. Homework must be ready at the start of class. Homework is considered late if the student continues to work on it after class begins, leaves it at home, or is in another place (including locker), or has left a large portion of the assignment incomplete. Anyone doing homework from another class will have that work confiscated and returned to the issuing teacher. A grade of zero will be issued for the assignment. Homework is usually started in class to be sure that students understand the directions. Students should complete any unfinished work at home. **RARELY** is all work completed in class. Your child should still have homework to be completed at home. This includes preparing for any upcoming tests, quizzes, and projects.

It is the parent's and the student's responsibility to check both the homework website for work due and Edline to be aware of your child's grades. Please make use of the sixth grade website when unsure of homework assignments or in the event of an absence. ***When a student is out of the classroom, FOR ANY REASON, during a part of the school day, it is his/her responsibility to find out what was missed by checking the homework website or each teacher's chalkboards at the end of the school day.*** Students may come at the end of the day to recheck the homework board or to ask questions about an assignment. The homework website is typically updated by 4:00 p.m. daily. Please note that daily assignments are updated and appear on the website for no more than one day. No student should return to class having missed class for any reason asking the teacher, "What did I miss?" It is the student's responsibility, having missed a class or classes to check the

homework site daily (site is updated daily) to know what is due and when. Students may also check homework assignments that are written on chalkboards in each classroom at the end of each school day.

**ABSENCES:** If a student has an excused absence, all missed work must be completed and turned in according to the following: for each class period missed (for example: to serve at Liturgy or a doctor appt), you have one class period to turn in the work. For each day you are absent from school (for example: illness), you have one day to turn in completed work. Teachers expect students to check the homework website daily while they are absent and to stay informed as to what work they have missed in class and what work they need to complete at home. This includes taking any tests or quizzes that the students missed during their absence. ***Students are responsible for completing missed work and turning it in to the appropriate teacher. Students need to understand that it is their responsibility to turn in missed assignments due to an absence. It is not the teacher's responsibility to ask students for missing work due to absences.*** If a student fails to turn in work by the appropriate deadline, the assignment will receive a zero.

No work will be given in advance for scheduled absences. In the event of an unexcused absence, no make-up work will be allowed. When a student knows he/she will be absent from school on the day a long-range assignment is due, the assignment must be turned in on the day before the absence, or it will be considered late. When children are absent from school, at the request of the parent, we will do our best to send down to the office by 2:45 p.m., the books needed to complete all assignments. This request must be emailed to each individual teacher no later than 9:00 a.m. Siblings may also pick these books up in the office at the end of the day.

**HOMEROOM:** It is very important for all students to arrive on time to homeroom in the morning. In homeroom class, between 7:40 and 7:50 a.m., students need to unpack their backpacks, prepare for morning classes, sharpen pencils, order lunch, etc. ***Students MUST be seated in their assigned homeroom seat and be silent when the bell rings at 7:50 a.m.*** Students arriving after 7:50 a.m. and not in their homerooms seats will be marked tardy. Arriving late not only interrupts the morning routine, but puts the student in “rush” mode from the outset of their school day.

**TUESDAY FOLDERS:** Every Tuesday your child should bring home a Tuesday Folder containing papers (such as tests, permission slips, etc.) from teachers and the administration. All papers in the Tuesday folders are to be **SIGNED AND RETURNED** in the Tuesday Folder (unless otherwise noted) by Wednesday morning. Upon arriving in homeroom on Wednesday morning, students need to place their Tuesday folder back in their hanging folder in the homeroom bin for Tuesday Folders.

**MIDDLE SCHOOL ASSISTANTS:** Mrs. Fry and Mrs. Cambron assist St. Albert Teachers and Staff for grades 5 through 8 in many ways. They are to be regarded with utmost respect at all times. Mrs. Fry and Mrs. Cambron run the Mini-Lab and their office is based in the Mini-Lab.

**MINI-LAB:** The sixth grade will use the computers in the Mini-Lab throughout the year. Students are expected to have a thumb/jump drive AND save all their work on it. Students not having a drive with them will not be allowed to work in the Mini-Lab. This drive will allow students to work on their assignment at school and at home. Flash drives on lanyards are preferred to carrying flash drives in pockets or pencil pouches. It is strongly recommended that students do not share their drives with other classmates. Students are provided ample time to print their assignments before the due date, whether at school or at home. Do not come to class the day an assignment is due and expect to print the assignment. The assignment will be considered late. Students should not expect to be able to print their assignment on the morning it is due because the Mini-Lab is not open in the morning. Students need to be aware that they are not allowed in the Mini-Lab without adult supervision and that their homeroom teacher has other assigned responsibilities. The only exception will be in the event of an equipment failure at home that prevents the assignment from being printed out. A signed note **MUST** come from a parent to indicate the equipment issue and a request to print at school.

**SCHEDULE:** On most days, 6<sup>th</sup> grade students have 6 classes after homeroom. We have the latest lunch and recess time (technically starts at 12:20 p.m. but by the time we get there, students stack chairs, and get their food it's probably 12:30 p.m.). We have 2 classes after lunch and recess and then have homeroom before dismissal. Liturgies will be on Thursdays and we will be on a reduced schedule on days we have Liturgy (all classes meet, just for shorter periods).

## **CLASS DESCRIPTIONS and INFORMATION**

### **ENGLISH (Mrs. Donohue - 6B)**

English class meets 5 days a week. Grammar will focus on expanding prior knowledge of nouns, verbs, adverbs, adjectives, and prepositions. In sixth grade, the writing program focuses on a Paragraph-a-Week (PAW). Students will be given a topic of focus on Monday and the PAW assignment will be typed and due on Friday. Each Monday, students will receive a rubric that will describe the assignment in detail and how the paper will be assessed. Class time is generally provided for all writing assignments. In most cases, the Mini-lab and laptops will be reserved to work on the PAW. However, students may be required to complete PAW assignments at home. English and Science will collaborate on several written projects. Several PAW assignments will involve working in teacher-assigned groups and may last two to three weeks.

### LITERATURE (Mrs. Donohue - 6B)

This class meets 5 days a week. This year students will embark on a mission of exploration of other cultures/nations through literature. Students will learn key information about a country and then discover and relate those cultural traditions in literature. We will also delve into the world of poetry. We will write, read, and analyze poetry, as well as discover the poetic devices applied in a poem.

Participation in Accelerated Reader (AR) is expected. All students are required to keep a novel with them at all times. Students will be provided class time to take AR tests. Students will receive an assessment grade at the end of each quarter based on their AR goal attainment.

### VOCABULARY (6-1: Mrs. Jay - 6A            6-2 and 6-3: Mrs. Reid - 6C)

This class completes work from the Vocabulary Workshop workbook and the Simple Solutions Grammar Workbook. This class covers vocabulary definitions, spelling, and usage, as well as grammar review. This class meets 4 days a week.

### SCIENCE AND MATH (Mrs. Jay - 6A)

Science and math classes each meet 5 days a week. For both classes, we will work from textbooks and work in workbooks. Classes will also include labs, projects, tests, quizzes, homework, and binder evaluations (for organization). For math classes, our text and curriculum is pre-algebra based, but will also include geometry. For science, we will be studying earth science (interior and exterior of our planet) and astronomy. For some units, we will be able to do math and science collaboratively. We will also be working on improving our study and organizational skills. Some projects may be done in collaboration with Mrs. Donohue's writing and literature classes.

Math and science texts are available online or on CD-ROM. This includes workbook pages, practice tests and quizzes and instructional videos. Students are encouraged to use either version at home so students do not have to carry heavy textbooks in their backpacks to and from school. Parents will be required to sign a check-out form before a CD-ROM can be sent home. If a CD-ROM is not returned in excellent working condition by the last day of school, there will be a replacement fee of \$80.00 charged for each missing CD-ROM.

### SOCIAL STUDIES (Mrs. Reid - 6C)

This class meets 5 days a week. Sixth grade social studies include geography of the world. We will begin the year with a map and globe skills unit.

The social studies text is available on CD-ROM. Parents will be required to sign a check-out form before a CD-ROM can be sent home. . If a CD-ROM is not returned in excellent working condition by the last day of school, there will be a replacement fee of \$80.00 charged for each missing CD-ROM.

### RELIGION (6-1 and 6-2: Mrs. Reid- 6C    6-3: Mrs. Donohue - 6B)

This year in Religion students will be focusing on the Old Testament. Students will learn about the major and minor prophets in the Old Testament and the history of the early Jewish community. In Scripture class, students may be asked to lead the class in prayer. Preparation for this prayer is on the student's own time. Religion classes meet 4 days a week.

### SPANISH (Mrs. Eovino)

Bienvenidos! The sixth grade Spanish class is designed to introduce the students to a content-based first course in Spanish. Sixth-grade Spanish classes meet 2 days a week. While it is not intended to be a legitimate Spanish I course, it will serve as a preview to what students can expect in seventh and eighth grade courses. Language acquisition is intended to be natural, enjoyable, and rewarding. The selected text will help students attain a basic proficiency in the four skills (speaking, listening, reading, and writing). With practice, students will be able to speak about their daily lives, express their opinions, and supply real information.

### COMPUTER (Mrs. Koestel)

Sixth Grade computer class meets once a week in the computer lab.

### MUSIC (Mrs. Peake)

Sixth grade students are asked to bring their recorders to each music class AND their pocket folder. Students will perform at the Arts/Academic Showcase in late April. If interested, students will have opportunities for school choir, cantoring, and handbells.

### PE (Mr. Muchow)

PE class meets once a week. Students wear their school uniform and sneakers during PE class.

### LIBRARY (Mrs. Grimm)

Library class meets once a week, though students may, under teacher and/or librarian direction, use the library at other times for AR testing and for research work.

### ART (Mrs. Dingman)

Art class meets once a week. Students must take their art smocks to class. Students store their art smocks in their homeroom classroom. Art smocks, when not being worn, need to be in a labeled gallon-size self-sealing bag.

St. Albert the Great School

Sixth Grade Handbook

2012-2013

Parents, please sign below to indicate that you have read and understand the policies and expectations outlined for your sixth grade student. Students please read the policy handbook and sign this page to indicate your understanding of the sixth grade policies.

Please remove this page from the handbook and return this signed page to your homeroom teacher by Friday, August 17th, 2012. Please keep your sixth grade handbook in an accessible location at home.

We (Parent & Student) have read thoroughly and completely the sixth grade handbook and policies as outlined in the sixth grade handbook.

Student Name (printed legibly): \_\_\_\_\_

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

Parent Name(s) (printed legibly): \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ DATE: \_\_\_\_\_