



Orlando Junior Academy

5th Grade Handbook
School Year 2009-2010

Welcome Fifth Graders!

This is a very important year of transitions for you. You are no longer in the lower grades, yet not quite in the upper grades. You are in the middle--and it's a great place to be! I want to make sure that I do everything possible to help you have a successful transition into middle school. You are at an incredibly exciting and adventurous part of your life--be positive and be a thinker! I hope this handbook will help guide you through some of the areas of middle school that can be challenging and confusing at times.

Our Theme for this Year:

Growth. You will grow in many ways this year. Obviously, you will grow physically, some more than others, but you will all stretch up!

You will grow socially. Friends are a very important part of your support system already. You have those classmates who just somehow seem to "fit" with you--the ones who look forward to seeing every day. This is good, very good. This year, though, you will encounter situations that are new, that may open up new opportunities for you to reach out to others in your class--the ones that you never thought would "fit" with you. Look for these opportunities, welcome them, and grow more!

You will grow emotionally. Both boys and girls will encounter new emotions, and you will be challenged to handle these emotions in appropriate ways. This is not always easy, but very important. The adults in your life really come in handy here. Trust us, we've been in fifth grade before!

Your mental capacity will expand this year---yes, your brain! I want you to become a deep thinker, ask why, ask why not, prove things, and disprove things. I want you to THINK, THINK, THINK!

Most importantly, I pray that you will grow spiritually this year. I hope that you will allow God to tell you things, show you stuff, and that you will allow Him to GROW within your heart!

So, you ready for this? Let's hit it.....

Some Important Expectations

1. I've worked very hard to create a classroom atmosphere that is both comfortable and inviting to you. Please take care of everything that is in the classroom: books, writing supplies, furniture, decorations, equipment, etc.
2. We are all responsible for keeping our classroom clean and neat. If we are watchful during the day and pick up after ourselves and keep our area clean, then there is less to clean up at the end of the day. I am very particular about having a neat and tidy classroom, so we **do** have clean up time and everyone **is** expected to help since we all use the room and it's contents.
3. When you enter my classroom, I expect you to be on time, quiet, and attentive. It's important that you have a seat and look at the board for your Brain Burst assignment.
4. I am very concerned with words and their power. I think you will realize this as more time goes by. Words can rock someone's world or smash it to pieces! I don't allow veggie-cussing (heck, frig, frick, etc.), using the Lord's name in vain, which means unnecessarily or in a casual way, (jeez, gosh, god, etc.), or insulting words (stupid, idiot, retard, shut-up, etc.). Since I know that, unfortunately, some of you have acquired these words as part of your every day vocabulary, I will catch you and correct you several times before I ask you to complete a task that I hope will help you reflect on words and their significance and power. The cool thing that you will realize is that once everyone is more careful of what comes out of their mouths, it's actually quite easy to get rid of these unnecessary and insulting words.

Classroom Rules

1. Be positive!
2. Respect everyone and everything.
3. We are all teachers---teach each other!
4. We are all students---learn from each other!
5. Do your own work, and ask for help when you need it.

Procedures to Follow in my Classroom

- Please ask permission before you leave my classroom. It's the law that I know where you are!
- When the bell rings, I expect you to be in your seats, instead of waiting for me to call you in from outside!
- I do allow snacks in the classroom as long as they are healthy and do not cause a distraction to me or any of your peers. No candy! You may only drink water in the classroom, as other drinks will stain if spilled on the carpet.
- Please sharpen your pencils before class has begun.
- Bring all items in with you when you enter my classroom.
- Do not throw things across the room. If you need to give something to someone, please place it in their hand. Please walk to the trash can to place your trash inside rather than throwing it across the classroom.
- When you leave our classroom, please push your chair in, pick up things off the floor (books, papers, or trash) and clear off everything (someone else must sit there for the next class).
- Always say "thank you" when you are complimented or given something, and "please" when you are making a request for something. This is **really** important to me!
- The microwave is to be used only with permission.
- My desk area is my personal space. Please do not touch things on my desk, sit in my chair without permission, or hang out around there. Thank you!

Communication

Communication between school and home is a key factor in your success. As your teacher will make great efforts to establish and maintain this communication through notes, RenWeb, email, phone, and conferences. I expect you and your parents to also address any issues of concern by scheduling meetings, sending emails, checking RenWeb faithfully, and making phone calls.

Attendance

Faithful attendance is very important in order for you to receive maximum benefit from your education (this includes getting your money's worth). Research shows that tardiness and absence from school does reflect negatively on a student's academic success, whether the work is made up or not. There are many discussions, projects, and lectures that are not possible to make up, and you may only make up work for absences that are excused. So, please, make this a priority in your life and be on time! Please remember to bring in a signed note regarding your absence. **You are responsible for obtaining make up work from your teachers.**

Morning Attendance: You will be marked present, tardy, or absent each day. You will be marked tardy if the 8:00 bell rings and you are not seated in your homeroom. You must bring a tardy slip from the office if you are entering class after 8:00 a.m. Please refer to the school handbook for further information about school attendance, including the charge for excessive tardiness.

Late Work Policy

- No late work will be accepted, except for two late assignments, which will be allowed per quarter. The deadline for these assignments is one week before the end of each quarter.

- You may have up to three days to make up assignments for an excused absence with no point deduction.

Grades/RenWeb

Orlando Junior Academy uses RenWeb as our major communication tool. Please remember to check RenWeb for weekly grade updates, news items, homework, and disciplinary notices. If you do not know how to use RenWeb, please make sure you ask the computer teacher or administration.

Cheating

I have a zero tolerance for cheating. Any incidence of cheating or copying in class work, homework, or during tests will be treated seriously and may lead to suspension.

Behavior

In order to maintain a learning environment that is fair to each of you, I will adhere to the following:

1. If you choose to behave in a disruptive manner I will warn you either verbally (“Sally, please be quiet so that others around you can learn”) or non-verbally (a tap on the shoulder, a shake of the head, standing in close proximity).
2. If you choose to continue with the disruptive behavior, I will ask you to move to “The Reflection” seat by my desk where you will need to sit until you are ready to come back to your table with the appropriate behavior. While there, you will complete a Reflection Sheet that will you to contemplate and respond to the inappropriate behavior. I will speak with you regarding your Reflection Time the first opportunity that I can. My hope is that together we can figure out what is working for you and what is not, and that you can learn to make better behavior management choices in the future.
3. If you insist on continuing the behavior I will ask you to go to the office to write a letter to your parents about the incident. You may return to the classroom when your letter is ready to be reviewed. I will conference with you the first opportunity that I can. You and I will sign the letter, and you will take it home for

your parents to sign. Your parents are a crucial part of your support system, and I hope that they will help you develop strategies that will help you make better behavior choices in the classroom.

4. A student may be sent to the office immediately if any incident that may cause harm to himself or to others occurs.

Field Trips

Field trips are incorporated into our curriculum to reinforce and enrich the educational experience. It is a privilege to participate in off-campus activities. As such, we expect you to uphold and adhere to the guidelines given by the school, the teachers and chaperones, and the place we are visiting.

General Field Trip Guidelines

1. You must stay with chaperones at all times
2. You must respect and obey teachers, chaperones, and any other adult involved in the trip
3. You need to follow dress attire guidelines given for that particular trip. If school uniform is not required, than clothes must be modest and appropriate.
4. No electronic devices will be permitted on field trips unless otherwise specified.
5. We expect you to be quiet, listen attentively, and follow directions carefully on each trip.
6. Most field trips will be at the expense of each individual student.

Uniform Policy

The uniform policy as outlined in the school handbook will be enforced. You must remember that shirts must be tucked in at all times during the school day, with the exception of recess time. Girls, your shirts must not be unbuttoned or low in cut. Shirts and pants should not fit too tightly. There will be uniform check at the start of each class period.

If your attire is not part of the accepted uniform, you will be asked to go to the office to look for appropriate attire. You will need to wash and return the attire that you borrowed to the office.

Property Damage

I do not expect any problems with vandalism; however, if you are caught writing on any desk or table you will be asked to clean all the tables and desks at the end of the day.

Sports

If you wish to participate in the sports program here at O.J.A, you must abide by the following guidelines:

- Students with an F grade in any subject may not participate for that season.
- Students with no more than two “D” grades may participate in sports; however, you will be placed on academic probation and must enroll in tutoring. Significant progress must be made within a two-week period or you will be dismissed from the team for the remainder of the season

Health & Hygiene

- Give yourself every opportunity possible-- Eat breakfast before you come to school!
- Eating during classes will be allowed at each teacher’s discretion.
- Please give careful attention to the matter of personal hygiene—it does everybody good!

Books and Supplies

- **Books:** Textbooks will be assigned to you at the beginning of the school year. It is your responsibility to keep track of your

books all year. Periodic book checks will occur to help with this process. You will have to pay for any books that you lose.

- **System of Organization:** 3-ring binder or Trapper-Keeper with dividers for each class (including specials such as P.E. and Computer)
- **Planners:** You will receive a school planner in which you are to write your daily assignments. It will be regularly reviewed by your parents and myself in order to help you with your time management and organization skills.

General Student Responsibilities

1. You must respect others at all times. It is never okay to be unkind, rude, or verbally or physically abusive (for example: "shut-up" is never appropriate.)
2. You need to remain at your desk with no talking when the teacher is up front teaching your class. (No drinks, pencil sharpening, trips to the trash, etc.)
3. Raise your hand, and wait to be recognized, before speaking out in class.
4. Listen when others are talking and do not interrupt.
5. These items are not allowed at school, on the playground, or on field trips: gum, CD players, radios, tapes, cell phones, ipods or any potentially dangerous items (refer to school handbook).
6. Care for your desk, chair, and all other school furniture. They have to last a long time. No writing on furniture, no feet on desks, no leaning back in chairs, no sitting on tables, desks, or cabinets.
7. Shoes (as indicated in the school policy) must be worn at all times. (Health and safety reasons)
8. Be prepared for class at all times.