

# 6th Grade Policies and Procedures

## School and Classroom Rules

Our rules help to provide a learning environment that allows teachers to teach students in a comfortable and safe environment.

## School Rules

### Cafeteria

1. While standing in line, hands should be to self. There should be no pushing or cutting in.
2. Walk at all times in the cafeteria.
3. Use utensils for food.
4. Stay seated while you are at the tables.
5. When you are allowed to talk, please be aware of your volume.

### Morning Cafeteria

1. Students will sit at the table assigned to their homeroom class.
2. Students will eat breakfast before sitting at the 6<sup>th</sup> grade tables. When they arrive, students will not be allowed to wait for friends to arrive before deciding to eat.
3. When exiting the cafeteria, students will stay with the homeroom class.
4. Homeroom classes will be dismissed one at a time.
5. Students will exit the cafeteria in a single file line.
6. Students will walk from the cafeteria to class in an orderly fashion.

### Restroom

1. No loud talking or noises.
2. Students will respect school property
  - Do not destroy or plug up the sinks or toilets.
  - Do not deface the restroom.
  - Use only one or two paper towels to dry hands.
  - Put all trash in the trashcan.

### Hallway

- Remember the WAVE procedure.
- W – Walk in a straight line  
A – Arms at your side  
V – Voices off  
E – Eyes facing forward

## **Classroom Rules**

1. Follow all written and oral instructions the first time given.
2. Respect the ideas, rights, and possessions of others.
3. Keep hands, feet, and objects to yourself.
4. Use your time at school wisely.
5. Follow school rules in the cafeteria, on the playground, in the restrooms, and in the hallway.

## **Students who follow the rules will earn:**

1. Verbal praise.
2. Positive notes and phone calls or emails home.
3. Students who are SUPER CITIZENS will be honored and rewarded at the awards ceremony for the six weeks.

## **Students who choose to break the rules will receive:**

1. Warning
2. Communicator sign
3. Possible removal to another classroom.
4. After the fourth sign in for the week, a student will be given after school detention. (A notice will be sent home with the date and time of detention.)
5. After five or more sign-ins for the week, the student will be sent to the office with a referral. This allows the teacher to teach and other students the opportunity to learn without distractions.
6. Students with severe behavior (fighting, profanity, etc.) will be sent immediately to the office with a referral.

## **The Grand Prairie Police and West**

Students, (10 years of age and older) who fight, make threats, use profanity, or steal could receive a ticket and a fine of up to \$500.00, in addition to school discipline. Tickets are at the discretion of the Grand Prairie Police.

## **Cellular Telephones**

Students may bring cell phones to school. They must be turned off from the time the student arrives to 3:20pm and must be in their backpacks or lockers. They should not be carried around in clothing. Teachers are not responsible for stolen, lost, or damaged cellular telephones. If a student fails to turn their phone off or is

being carried around school, the teacher will confiscate the phone and turn it in to the office. A \$15.00 fee is charged for the parent to get the phone back.

## **Student Code of Conduct Highlights**

Please make sure that you have read the AISD Code of Conduct and the West Student Handbook very carefully, as the 6<sup>th</sup> grade will be following the policies they contain. Note that students who wear clothing that does not meet the **DRESS CODE** guidelines will be asked to change clothes, which might involve the parent or guardian bringing acceptable clothing up to the school. We realize that some students get dressed for school after the parent or guardian leaves for work and the parent/guardian may be unaware of what a student wears to school. Please be aware that **NO** toys, radios, game systems (PSPs, etc.), CD or MP3 players, will be allowed at school. Fighting and possession of weapons or drugs are means for automatic suspension.

## **School Supplies**

The supply list for Sixth grade can be viewed by visiting the West Elementary website. Please ensure that students have everything on the list. Some items will need to be replenished as they are used throughout the year. The staff counts on communication between parent and student for when new supplies are needed. Teachers may email parents for donations of special items. If financial hardship keeps a parent from providing school supplies, please let a teacher or the counselor know. They can work on getting some donated supplies to the student.

## **Donations of Supplies**

The following items are not on the school supply list, but are desperately needed in class. If you could donate any of these items to homeroom teachers, it would be greatly appreciated:

- disinfectant cleaning wipes
- hand sanitizer
- disinfectant spray

## **Student Binder (Notebook)**

The three-ring binder (notebook) the student uses will contain class work, work that has been graded, homework, the communicator, and important notices from the school, office, or the teacher.

## **Communicator**

The purpose of the communicator is to make you aware of your child's daily activities in their classes. The **STUDENT** is responsible for writing down the classroom assignments and homework during the day in each class. Sign-ins will be noted on the communicator by a teacher's initials. A teacher could, time-permitting, write an additional note in the comment section. PLEASE HELP US MAKE THE COMMUNICATOR AN EFFECTIVE TOOL BY SIGNING IT EVERY DAY. Teachers frequently check the communicators for parent signatures.

It is the student's responsibility to bring the binder home every night, ask you to sign the communicator, and bring it to school each day.

Any student who loses his/her binder or communicator will receive an N for responsibility on their report card. A STUDENT WILL BE LESS SUCCESSFUL WITHOUT THESE ESSENTIAL ITEMS. THE COMMUNICATOR MUST BE WITH THE STUDENT AT ALL TIMES.

## **Homework**

The purpose of homework is to reinforce and practice the concepts introduced in the classroom and to instill responsibility for learning. Students will copy their assignments from the board to their communicator each day. Please be aware that sometimes a student may not use their time wisely in class and end up having more homework to do at home than they should have.

During the first six weeks, students that do not turn in their homework on time may be allowed to turn it in one day later, at the discretion of the teacher. Frequent late homework lessens a student's success, and may not be accepted by the teacher. If a student is allowed to turn the assignment in late, it will be penalized 15 points.

**No late papers will be accepted and the grade will be zero beginning in the 2<sup>nd</sup> six weeks.**

Our goal is to prepare students for the 7<sup>th</sup> grade where late homework is often not accepted.

**Pre-A/P Math** – Homework in pre-A/P math is not “graded”. The students and teacher will go over homework in class but a grade is not taken. Homework in this class should be a time where students are allowed to make mistakes and not be penalized for them. However, failure of the pre-A/P student to complete their homework every night may result in removal from the pre-A/P class.

## **Make-up Work**

When students have an excused absence, he/she will have one day for every day that they are absent to make up their work. Make-up work will not be given if a student has an unexcused absence. The student is responsible for obtaining make-up work from each teacher. If a student is absent for TWO DAYS OR MORE, the parent may call the office to request work be sent for pick-up by the parent. Makeup work will not be provided for office pick-up on the first day of absence.

## **N’s and U’s**

A student will receive an “N” on their report card if they have a total of 3-6 sign-ins in any category listed on the communicator during that six weeks. This signifies a need for improvement in those areas.

A lost communicator or binder will be an automatic “N” on the report card.

A “U” will be given if a student receives 7 or more sign-ins, is assigned to On-Campus Suspension (OCS), or assigned to Home-based suspension (HB).

## **Volunteers**

Students, teachers and parents benefit from a successful volunteer program, and there are many opportunities for parents to participate in 6<sup>th</sup> grade activities. Please consider how you can assist us this year. To be a volunteer, the AISD requires a background check for each person every year. Forms are available in the school office or on the AISD website.

## **Parent E-mail Addresses**

A current parent email address is extremely helpful in communication. We love to communicate with you this way, and we can quickly notify you of student performance, behavior concerns, and school updates. We urge you to provide an up to date email address to the teachers at the beginning of the year and any

time your email address may change. An update sheet may be sent home from time to time, in case you have forgotten to advise us of any changes.

## Contact Us

We welcome and encourage an open line of communication between parents and staff. If you would like to arrange a parent conference, please contact us via the office or by email. Our conference time is from 12:45 to 1:15 on Mondays, Tuesdays, Wednesdays, and Fridays. We are not available to meet on Thursdays. All efforts will be made to accommodate a parent conference request. The best way to reach us is by email. Our addresses are :

Chad Bridges – Team Leader                      [cbridge1@aisd.net](mailto:cbridge1@aisd.net)

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