

Procedures for 5th Grade 2020-21





















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EXPECTATIONS FOR ALL LEARNING ENVIRONMENTS

(ALL COUGARS SUCCEED)

    All Cougars Succeed Virtually    				
	Entering Virtual Classroom	Whole Group Instruction	One on One	Small Group Activities
Be Accountable	<ul style="list-style-type: none"> • Be on time and ready to learn. • Start class charged or plugged in. • Have materials ready • Dress appropriately • Check for appropriate lighting • Consider what or who is in your background • Listen attentively 	<ul style="list-style-type: none"> • Use virtual chat tool for asking questions. • Be present and avoid multi-tasking (one device only) • Answer questions promptly using tools • Listen attentively 	<ul style="list-style-type: none"> • Ask question outloud when you have them. • Try your best • Be present and avoid multi-tasking (one device only) • Listen attentively 	<ul style="list-style-type: none"> • Be present and avoid multitasking (one device only) • Encourage each other to stay on topic • Work cooperatively with others • Ask for help if you have questions • Listen attentively 
Be Compassionate	<ul style="list-style-type: none"> • Be kind to others through your words and actions • Video on for attendance check • Audio off 	<ul style="list-style-type: none"> • Be kind to others through your words and actions • Video encouraged • Audio on only speaking • Talk clearly and slowly • Respect others cultures, opinions and viewpoint 	<ul style="list-style-type: none"> • Be kind to others through your words and actions • Video encouraged • Audio on • Talk clearly and slowly • Respect others cultures, opinions and viewpoint 	<ul style="list-style-type: none"> • Be kind to others through your words and actions • Video encouraged • Audio on only speaking • Encourage others to participate • One speaker at a time • Respect others cultures, opinions and viewpoints. • Talk clearly and slowly 
Be Safe		<ul style="list-style-type: none"> • Be located in an appropriate work space • Use equipment as intended • Use safe words and actions 		

EXPECTATIONS FOR SYNCHRONOUS (LIVE/VIRTUAL) CLASSES

Live Meeting expectations

SCHOOLY
EXPECTATIONS

BE ON TIME

- BE PREPARED FOR EACH SESSION
- CHECK YOUR TECH BEFORE YOUR CLASS TIME

MUTE YOURSELF

- MAKE SURE YOU ARE CONNECTED TO AUDIO
- MAKE SURE YOUR MICROPHONE STAYS ON MUTE DURING CLASS

PARTICIPATE

- BE FOCUSED
- BE AN ACTIVE LISTENER
- WEAR HEADPHONES IF YOU HAVE THEM
- RAISE YOUR HAND TO BE CALLED ON

PRESENT

- CHECK YOUR SURROUNDINGS...
- CAN WE SEE YOU?
- CAN WE HEAR YOU?
- MAKE SURE THERE ARE NO DISTRACTIONS

BE
APPROPRIATE

BE
RESPECTFUL

BE
RESPONSIBLE

★All live classes will be held on Zoom. Teachers will post the links through Schoology. Go to the course to locate the file with the links. Links may also be posted on the calendar, or on the course updates.

★Some classes will be run with small groups within Zoom.

ZOOM CHEAT SHEET: [CLICK HERE](#)

EXPECTATIONS FOR ASYNCHRONOUS (On Your Own) CLASSES

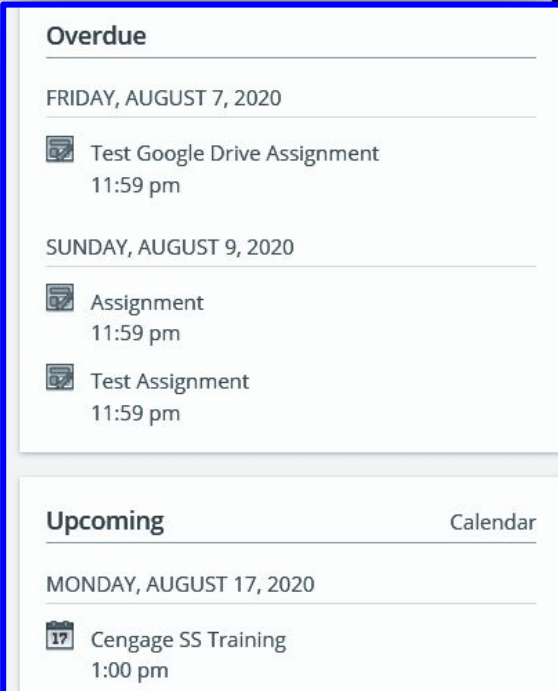
- Asynchronous assignments should be completed by going to your courses on Schoology.
- You are responsible for watching any videos and reading all directions before completing assignments.
- ELA and Math work should be reviewed daily BEFORE your live, small group session.
- If you have any questions, please see the procedures section of this manual explaining how and when to contact your teacher.

EXPECTATIONS FOR INDEPENDENT WORK

- ★ For independent work, please make sure you are completing all parts of the assignment.
- ★ Be aware of due dates for the assignments.
- ★ When you are not in a live session, you are responsible for using this time to complete assignments. For example, if you are not scheduled for a small group (Math or ELA), you can be working independently.

EXPECTATIONS FOR LATE OR INCOMPLETE WORK

- ★ Please keep open communication with your teachers and let them know if you need help or are struggling with an assignment.
- ★ From the main dashboard in Schoology, you can view upcoming and overdue classwork and reminders.
- ★ Your teacher may return incomplete work to be resubmitted. Points may be deducted if the assignment is not completed.
- ★ The status of your assignments can be found in Schoology and in Powerschool.
- ★ Each teacher will communicate the point values for each activity and if points can be lost for late work.

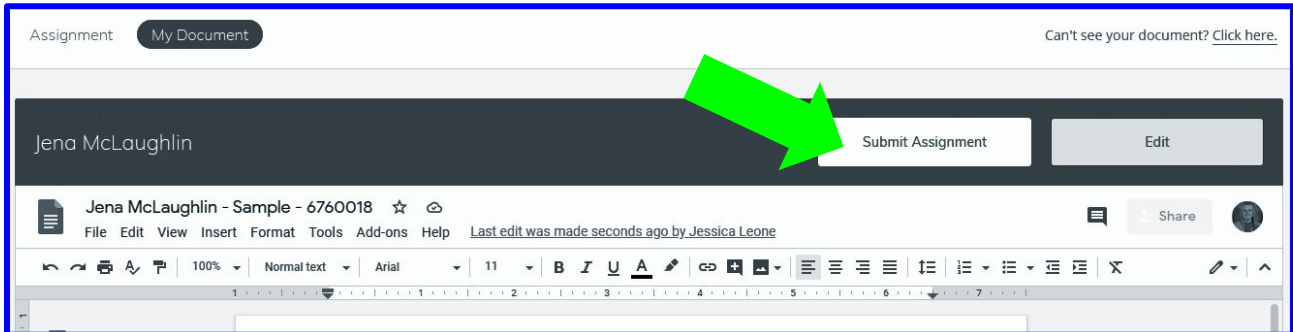


The screenshot displays a Schoology dashboard with two sections: 'Overdue' and 'Upcoming'. The 'Overdue' section is highlighted with a blue border and lists assignments for Friday, August 7, 2020, and Sunday, August 9, 2020. The 'Upcoming' section lists an assignment for Monday, August 17, 2020.

Section	Date	Assignment	Time
Overdue	FRIDAY, AUGUST 7, 2020	Test Google Drive Assignment	11:59 pm
		Assignment	11:59 pm
	SUNDAY, AUGUST 9, 2020	Test Assignment	11:59 pm
Upcoming	MONDAY, AUGUST 17, 2020	Cengage SS Training	1:00 pm

HOW TO SUBMIT WORK AND ASSIGNMENTS

ALL work MUST BE submitted through Schoology unless directions indicate otherwise



Uploading Files from Google Drive-

<https://support.schoology.com/hc/en-us/articles/115015788928-How-to-submit-Google-Drive-files-to-an-Assignment-Students->

Additional Schoology Tutorials

- [IT Resource Guide](#)
- [Schoology Tutorial 1](#) [en Espanol](#)
- [Schoology Tutorial 2](#) [en Espanol](#)

EXPECTATIONS FOR WHAT TO DO IF YOU HAVE QUESTIONS OR NEED HELP

- ★ All teachers have office time at the end of the (3:30-4:00) to assist students and answer questions. Reach out to your teacher if you need to meet during this time. You can access their Zoom Room by going to the course, checking the course calendar, or course announcements.
- ★ Schoology messages can be used to communicate with your teachers, as well as, CLASS Dojo, and email. Please be mindful that your teachers are in sessions during the day and you may not get a response until their office time or the following morning.

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PROCEDURES FOR VISITING YOUR LOCKER

Students will be assigned lockers and will only be allowed to visit their lockers during certain times of the day.

Use the lines below to write in the additional times that your Homeroom Teacher would like you to visit your locker.

- Homeroom

- _____
- _____
- _____
- _____
- _____
- _____



PROCEDURES FOR MORNING ARRIVAL IN HOMEROOM

Enter the classroom:

- Read any notes on the whiteboard
- Make your lunch choice
- Check your schedule
- Gather all materials needed for the AM
- Hand in any notes to the teacher
- Promptly sit and begin morning work



PROCEDURES FOR DISMISSAL FROM HOMEROOM

- Check the homework board to make sure all assignments are written in your agenda
- Think about what materials need you to take home based off of your agenda
- Wait for the teachers signal to visit your locker
- Complete your afternoon job while you are waiting to visit your locker
- Return to your seat before dismissal procedures begin



PROCEDURES FOR USING THE BATHROOM

- Attempt to limit trips to the restroom during directions or instruction. Please wait for a more appropriate time, such as during independent work.
- You can use a hand signal to ask to go to the bathroom. Please be sure that the teacher given permission before leaving the classroom.
- When you use the bathroom you need to sign out on the clipboard/iPad found by the classroom door. You need to write your name and the time. Be sure to take the pass when you go out the door quietly. NO playing around. Be sure that the pass is visible at all times.
- Upon returning, write the time on the clipboard/iPad.



PROCEDURES FOR SIGNALS FOR ATTENTION

- When I need your attention, I will use a Call and Response phrase to signal you. These phrases will be used to get your attention, help refocus you, and release you to work on an activity.

Call & Response

Attention, Refocus, Release

TEACHER

Alright, STOP!

Ready to Listen

Flat Tire

STUDENTS

Collaborate and Listen

Ready to Learn

Ssssshhhh

A Mistake is a Chance

Lollipop

All, Set

May the Force

You can do it

To Do Better

Chop, Chop

You Bet!

Be With You

Yes I Can!

PROCEDURES FOR HANDING IN PAPERS/PROJECTS

Make sure you place the proper Collegium Heading on all papers.

*** Any assignment turned in without this heading may be returned***

Below is a sample of a correct heading. This heading is to be on all homework, notes, projects, and class work.

Name

Date

Subject

Assignment



PROCEDURE FOR SHARPENING YOUR PENCIL

Pencils are **NOT** to be sharpened while the teacher is teaching. You should have **THREE** sharpened pencils with you at all times. The best times to sharpen pencils are:

- During homeroom
- During independent work

Always be prepared!

PROCEDURES FOR LINING UP AND WALKING IN THE HALLWAYS

Stand quietly and push in your chair.

Take all necessary items with you.

Line up quietly in your line order spot without touching others or anything around you. Please remember to respect everyone's personal space.

Walk in a straight and quiet line. Face front and watch where you are going.



PROCEDURE FOR A FIRE DRILL

When the fire bell goes off immediately stop everything and line up quietly at the door. There will be **NO TALKING, PUSHING OR RUNNING.**

All teachers will go over the fire exits and escape routes from each specific room.

If you are out of the classroom when the alarm sounds, report to the nearest teacher or adult.



PROCEDURES FOR WHAT TO DO DURING FREE TIME

If you finish an assignment early, you may do the following activities:

- Work on assignments from other teachers
- Read an independent reading book
- Write a story
- Illustrate/publish a story
- Peer tutor (with teacher's permission)
- Create a song about a concept we are learning
- Other: (with teacher's permission)



PROCEDURES FOR THROWING AWAY TRASH

You may throw away trash whenever the teacher is NOT teaching.

DO NOT play basketball with your trash.

Make sure all trash lands in the can. Help keep our room and school clean up trash even if it is not yours.

Please make sure that your unneeded paper (and only paper) goes into the recycling bin.



PROCEDURES FOR ENTERING A CLASSROOM

You are expected to wait in the hallway until you are invited into the classroom by a teacher.

If you are waiting, or the teacher is not in the classroom, you should line up in a straight and silent line along the side of the hallway.

If you must enter a class while a teacher is teaching, and you need his or her attention, you may enter the classroom and wait silently by the door until the teacher is able to attend to you.

****You may not enter a classroom where a teacher is not present, unless you have permission.****

PROCEDURES FOR IF CLASS IS INTERRUPTED

Sometimes during class there will be an announcement on the loudspeaker, or the classroom phone may ring.

When this happens, all students are expected to become silent immediately. These are often very important messages, and we need to be sure that they can be heard. You are expected to remain silent as long as the announcement is being made or the teacher is on the phone.

PROCEDURES RECORDING HOMEWORK ASSIGNMENTS

You are expected to take your assignment book with you to each class and write down homework assignments as the teacher assigns them.

If you miss an opportunity to write down an assignment you could check the homework board/website for the teacher who assigned you the assignment or check with a classmate who also shares that class.

HOMEWORK POLICY

You will have minimal practice homework each night:

Reading: Extended independent reading time
(EX: Reading a book of their choice and logging the amount of time)

Math: Math facts fluency practice
(EX: flashcards, math computer games, ZEARN, etc.)

Science/SS: Review of daily notes or vocabulary collected

Our goal with homework is to have students practice and strengthen foundational skills, not to struggle over new concepts learned in class. We understand that our students have a long school day and are often involved in afterschool activities. We are seeking to have students take more ownership of their learning and focus their efforts where they feel it is needed.



**KEEP
CALM
AND
DO YOUR
HOMEWORK**

• Students,

• Please read through this procedures packet with your parents or guardians. A paper copy of the packet will be provided to you when we are in school and stored in the spot designated by your homeroom teacher. A digital copy will be kept in your Homeroom Resource folder in Schoology. You may refer to this packet if you forget any of the procedures. You are responsible for knowing these procedures and following the guidelines. If we all follow these procedures it will make for a wonderful learning environment!

Parents,

Please use the link below to confirm and acknowledge that you have reviewed the procedure packet with your 5th grader. If you have any questions about these procedures, please contact your child's homeroom teacher at school, and he or she can discuss your concerns. Also, please note that this packet is not a comprehensive list of Collegium's procedures. For additional information, review the "Student Code of Conduct," located in the front of your child's assignment book.

We are looking forward to a productive, safe and enjoyable year!

Sincerely,

The 5th Grade Teachers

Please click the link below to acknowledge that you have read through the 5th grade procedures packet.

<https://forms.gle/ZN2ZRTzmXtHkPKCP9>