

*DISCLOSURE DOCUMENT
GRADE 6 CORE
OREM ELEMENTARY*

POLICIES

Attendance:

Our policy complies with that of the Alpine School District (Policy #5158). Regular attendance is expected. Please do not keep children out of school unless they are ill, as school progress is a result of regular attendance at school.

In case of an absence a parent should call the school to excuse the absence or send a note with the child upon returning to school. If a student is going to be out for an extended period of time, parents should notify the teacher of the situation so special arrangements can be made for the student. If absences are excessive, it may affect the student's grades. **Students are expected to be on time and be prepared.** If a child is tardy, a note or phone call from the parent is needed to excuse it. **School starts at 8:00/ 9:15 AM.** Students will miss important parts of a lesson or assignment if frequently late.

Grading & Student Records: Guidelines are as follows.

93%-100% = A	75%-79% = C+
90%-92% = A-	70%-74% = C
87%-89% = B+	65%-69% = C-
83%-86% = B	60%-64% = N
80%-82% = B-	

Students will be given points for most assignments and for class participation. A student should not receive any grade lower than a "C-" if assignments are kept up on and the student puts forth good effort. **NEATNESS AND COMPLETENESS ALWAYS COUNT!**

Records will be kept on the computer and students will be able to check at any time to see their grades and if assignments are missing. Information can also be accessed on Skyward by entering the student/parent's login and password. A note will be sent home or a call made to inform parents of excessive or critical missing assignments and a progress reports will be sent home periodically each term. There will be exceptions for some missed work, which will be excused, but only under extenuating circumstances.

Results of Tests & Assignments:

Scores for tests will usually be posted within a week of a test. For regular weekly assignments in all subjects, results will be given as we correct the assignment together or usually within a few days of the due date. For more involved assignments and periodic projects, grades will be given approximately a week from when the assignment is turned in.

Homework:

We will follow the Alpine School District's Homework Policy (Policy #5200). Students should read at home regularly during the week and record their time on their chart. There will be some regularly assigned homework and some projects. It may also consist of work not completed during class time in order to have it finished for the following day. If class time is used efficiently by the student, most work should be completed in class. The homework given will be to reinforce concepts taught in class.

Late Work, Incomplete Work & Make-Up:

All assignments are expected to be turned in on time. Students may lose points in a portion of their grade if they are late. Some class privileges may be lost if a student needs to spend time making up an assignment. Parents should discuss any extenuating circumstances with the teacher. In the event that a student is absent due to illness, etc., it will be his/her responsibility to make up any missed work. Time arrangements will be made for assignments and tests missed due to an absence.

If students get behind on their work or need extra help they are welcome to check with the teacher for a convenient time to come in for extra help. Students can also receive extra time and help on work during our 30 minute Flex time Tuesday-Friday. Students not needing this will participate in enrichment/free choice activities.

Discipline:

We will follow the Discipline Guidelines and Procedures as outlined by Orem Elementary School and the Alpine School District Discipline Policy (Policy # 5180). This will also include class rules. If rules are not followed, the following procedures may be enforced depending on the situation:

1. Warning
2. Timeout
3. Withdrawal of priveleges
4. Loss of recess
5. Individual school contracts/refocus forms
6. Parent/Student conference with teacher and/or principal
7. In-school suspension
8. Out-of-school suspension

Please leave distracting items, such as cell phones, ipods, toys, etc. at home. Expensive items should not be brought to school as they may get taken or damaged. With the popularity of cell phones, students need to keep them off and put away at all times, and they should not have them on the playground. If you need to get a hold of your child immediately, please call the office and they will call us.

Materials & Supplies:

Students will be provided with needed supplies such as paper and pencils and other items will be available as needed. They may choose to bring extra pencils, pens, notebooks, etc. **Any donations of items such as boxes of tissue, paper towels, school supplies, etc. are greatly appreciated and will be put to good use. NOTICE: THESE ITEMS WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL. Monetary donations can also be made to a class fund.** There are no fees for supplies, however, if we go on a field trip or have a special project, a small donation may be requested.

BIRTHDAYS & SPECIAL DAYS

A student may bring something to share with the class on their birthday. S/he may bring treats to with all the students and should plan for about 36 in the class. These need to be store bought as health issues cause us to discourage homemade ones. Please be aware that some students have food allergies, so please check with the teacher for any specific needs. Or s/he may bring a book to donate to the class to add to our library that can be shared over and over. Food may also be brought at other special times and these will be specified. A small snack may be brought to eat during breaks if necessary. **Please — no food or gum unless otherwise specified!**

SCHOOL EMAIL ADDRESSES/INFO.

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