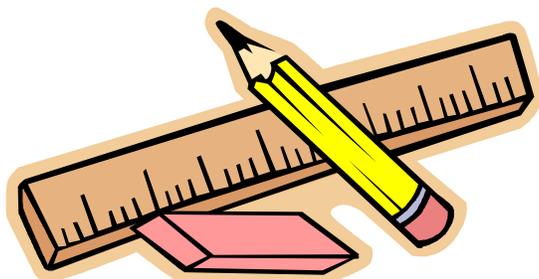


Mustang Valley Elementary 5th Grade Procedures Manual



Mustang Valley Creed

I am proud to be a special and unique student at Mustang Valley Elementary.

I will take great pride in my school and myself.

I choose to be responsible for my learning, my actions, and my behavior.

I will do what is right.

I will seize every opportunity to learn.

I will do my best to do my part.

I will respect and celebrate the differences in others.

I will determine my future.

Expectations for Living

We will value one another as unique and special individuals. We will not laugh at or make fun of a person's mistakes nor use sarcasms or putdowns.

We will use good manners, saying "please", "thank you", and "excuse me" and allow others to go first.

We will cheer each other to success.

We will help one another whenever possible.

We will recognize every effort and applaud it.

We will encourage each other to do our best.

We will practice virtuous living using the Life Principles.

"Hold yourself responsible for a higher standard than anyone else expects of you." –Henry Ward Beecher

Morning Procedures

1. The student will sit quietly and read in the assigned line in the gym until the teacher escorts them to the classroom.
2. The student will demonstrate responsibility by returning homework to the appropriate baskets, placing finished library books in the book box, and sharpening two pencils before 7:55 a.m.
3. The student will demonstrate commitment to excellence by completing morning work and reading silently when work is complete.

"Be satisfied with nothing but your best." – Edward Rowland Sill

Hallway Procedures

1. The student will walk silently through the hall in a single file line.
2. The student will demonstrate self-discipline by keeping his/her hands to him/her self.

Procedures for Switching Classes

1. The student will line up quietly in numbered order in a spot designated by the teacher with his/her binder and pencil.
2. The student will use hallway procedures when walking to and from each class.
3. The student will sit promptly at assigned seat and begin writing the day's assignment in agenda.

"Courtesy costs nothing but gains everything." – Lady Mary Montague

Direct Instruction Procedures

1. The student will have work materials ready.
2. The student will be an active listener.
3. The student will remain seated.
4. The student will begin working only after all of the instructions are given.
5. The student will look directly at the teacher when he/she is being given directions.
6. If the student needs any clarification of directions, he/she will raise his/her hand and ask the teacher.

"I will study and get ready and maybe my chance will come." – Abraham Lincoln

Work Procedures

1. The student will work appropriately on his/her assignment, talking only when allowed by the teacher.
2. The student will treat the classroom desks and materials with respect, not touching or taking objects from other students' desks.
3. The student will show organization by keeping materials straight and easy to find and returning items when borrowed from the teacher or classmates.

Procedures for Turning in Assignments

1. The student will neatly place finished work in its appropriate basket.
2. The student will check assignments for appropriate heading: name, number, homeroom teacher's initial, date, and page numbers.
3. If a student is absent, he/she will pick up any missed work upon return. He/she will ask any questions he/she may have about the assignments before taking them home. The student will have the same amount of days to return the work as they were absent. For example, if a student is absent one day, then they have one day to return the work.
4. The student will take unfinished daily work home, complete it, and return the work in the appropriate basket the following day.

Procedures for Late Assignments & Low Grades

1. Students who do not hand in completed assignments when they are due will miss recess for a study hall period, as assigned by the teacher. Excessive late papers may result in a student staying after school for assignment completion.
2. Students who score 59% or lower on daily work (not tests) will be allowed to redo the assignment. The two scores will be averaged to create the students new grade for the assignment. A parent signature is required to correct the score.

Bathroom Procedures

1. The student will take restroom breaks as designated by the teacher.
2. The student will remain silent and calm while in the restroom. Horseplay is not allowed.

Collecting Money Procedures

1. The student will bring money in a sealed envelope with his/her name written on the outside.
2. All checks should be made payable to Mustang Valley.

Cell Phone Procedures

1. As stated in the Mustang Public Schools Handbook, cell phones must remain unseen and unheard all day.
2. The student will keep his/her cell phone powered off in their backpack until he/she exits the school bus in the afternoon.

Daily Agenda Procedures

1. The student is responsible for copying the daily assignment from each class.
2. The student will demonstrate responsibility by having his/her parent check and initial his/her agenda each evening.
3. Required reading will be recorded in the agenda and initialed by a parent. Students will read 100 minutes/week and note it in the agenda.

Behavior Book Procedures

1. Each homeroom will have a behavior book that travels with them from class to class where students will keep a running log of inappropriate behavior.
2. The student will sign the book for poor/unacceptable behavior. He/she will sign and list the infraction(s). Signing the book results in the following:
 1. An "oops" clause! Student will receive a verbal warning
 2. Lost recess, additional work may be assigned
 3. Lost recess, additional work may be assigned, and a phone call to parents
 4. Lost recess, additional work will be assigned, and a formal discipline note will be sent home
 5. Lost recess, additional work will be assigned, a second formal discipline note will be sent home, and student will serve after school detention
 6. Office visit

Students will start fresh each nine weeks. Due to the severity of some behaviors, steps may be skipped at the teachers' discretion.

"If we were supposed to talk more than we listen, we would have two mouths and one ear." – Mark Twain

Cooperative Group Procedures

When we work in groups, we will:

1. Help each other so everyone understands what to do.
2. Make sure everyone shares ideas.
3. Speak politely to one another.
4. Be active listeners.
5. Ask each other questions before asking the teacher.
6. Compliment one another for a good effort.
7. Stay on task!

“Doing the best at this moment puts you in the best place for the next moment.” – Oprah Winfrey

Cafeteria Procedures

1. The student will enter the cafeteria silently until seated.
2. The student will remain seated at all times. They will raise their hand for assistance or to ask a hostess to use the restroom.
3. The students will talk quietly to other students at their table during lunch, and will eat silently during “lights out.”
4. The student will drop off tray and trash when the hostess gives instructions to do so.
5. The student will demonstrate respect by exiting the building quietly for recess.

“Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved.” – William Jennings Bryan

Recess Procedures

Outdoor:

1. The student will ask duty teachers for permission to leave the playground for any reason.
2. The student will stop and look at the duty teacher when two whistles are heard.

3. The students will demonstrate propriety by avoiding the following:
 - a. hitting
 - b. biting
 - c. pushing
 - d. kicking
 - e. tackling
 - f. kissing
 - g. piggy back rides
 - h. throwing rocks, dirt, sticks, wood chips, or any dangerous objects
 - i. bringing radios, mp3 players, cell phones, personal game systems, or any personal toys
 - j. gum or candy
 - k. tree climbing
 - l. 4th graders
4. The student will notify the duty teachers if a ball is thrown/kicked over the fence or on the roof.
5. Students using the track should walk/run continually. The student is not allowed to remain on the far west side of the track, or in the outdoor classroom.
6. Only one student is permitted on each swing. Students should avoid:
 - a. standing
 - b. jumping out
 - c. twisting chains
 - d. wrapping chains around the top bar
 - e. swinging sideways
 - f. pushing one another
7. The student will demonstrate respect for the duty teachers by promptly lining up at their designated area when the final whistle is blown.

Indoor:

8. The student may choose a game and be seated somewhere in the classroom keeping both doorways clear, or quietly watch a movie chosen by the teacher.
9. The student will demonstrate propriety by using an inside voice.
10. The student will demonstrate citizenship by cleaning the area and returning materials to its appropriate place when recess is over.

Take Home Folder Procedures

1. The student will place all papers to be returned to school on the Bring RIGHT Back to School side of their folder, and all papers to be left at home on the LEFT At Home side.
2. The student will demonstrate responsibility by showing his/her binder to parents each evening.
3. The students will return binder to school each day with all necessary materials, and give any notes from parents to the teacher.

Mustang Valley Media Center

Checkout Procedures

1. Enter and leave the library quietly.
2. Always return unwanted books to their spot on the shelf, using a shelf marker.
3. When choosing a book, browsing time is approximately 5 minutes.
4. When it is time to checkout, walk to the counter and wait quietly in line.
5. Books are due back in 2 weeks unless you renew them.

AR Tests & Reading Procedures

Each student is required to score at least 70% on 3 A.R. tests for books within their individualized reading level. There is a list of available books and tests at Mustang Valley on the school's website at <http://valley.mustangps.org/>. The Reading Teacher will periodically meet with students to determine whether they are on track to meet their goal and briefly reevaluate whether that goal is appropriate.

After reaching a nine week goal, the student is free to read outside their reading level. They will also receive a homework pass that allows them to skip reading 100 minutes one week of their choice. The student's performance on AR tests is reflected in their Reading grade, counting for approximately 10%. Grades are taken for percentage of goal reached and percentage correct on tests.

Expectations for AR Tests

1. Students must test on books in their level, which will be marked in agendas.
2. To receive 100 percent in the grade book students must score at least 70% on three tests by the appointed day at the end of each nine weeks.
3. Students may not take tests on movies that they have seen.
4. Students may not take tests as a group or partners.
5. AR tests may be taken only once.
6. The student may take an AR test in homeroom class at any time the teacher is not giving instructions, when their class is in the computer lab, or whenever teachers allow.
7. The student will demonstrate integrity by answering all questions honestly.

Reading Homework

Reading at home is very important. Students can read independently, to a parent or a sibling. Studies have shown that reading at home positively impacts student learning at school. Each week students are required to read 100 minutes at home. How and when a student reads is up to each family. They can read 20 minutes for 5 days, 50 minutes for two days, or however it best fits in the family's schedule. Please record the title of the book and how many minutes the student read on the bottom of their agenda each night. A parent/adult signature is required nightly, whether the student read that day or not. It may look something like this.

Harry Potter

20 min.

Mary Smith

Agendas are checked every Friday to ensure that students have read 100 minutes for the week. Students who have not completed their 100 minutes will miss recess to make up reading time.

"Form good habits. They're as hard to break as the bad ones." – Unknown

Math Homework

1. Practice math facts at home nightly. Fact memorization is vital for success in math.
2. A short math assignment will be given on Tuesday and Thursday nights.

End of the Day Procedures

1. The student will demonstrate responsibility by gathering agenda, homework, and materials needed to complete any assignments at home.
2. The student will pick up any trash and return classroom materials to the appropriate spot.
3. The student will wait quietly at his/her desk until the teacher instructs him/her to line up for dismissal.
4. The student will stack his/her chair and make sure nothing is left out on his/her desk before lining up.
5. The student will walk silently, with hands to his/her self, to the outside door and then to the bus.

Miscellaneous Policies & Procedures

1. Students should eat a healthy breakfast each morning, as snacks will not be allowed in fifth grade. Special events and privileges will be exceptions to this rule.
2. District policy prohibits students distributing party invitations of any kind at school. Birthdays are celebrated once a month during "Birthday Bash," as designated by the teacher.
3. Teachers are not allowed to use a student's name in an email, as it is a direct violation of the Family Educational Rights to Privacy Act. If a teacher and a parent email, they will say "your son," "your daughter," or "your child."
Teachers will only discuss a specific child or situation after they are sure that they are corresponding with the parent.
4. Renaissance is a special privilege for students who earn straight A's in a nine week period. They are allowed a special lunch as a reward for their hard work.
5. District policy states that a student can be considered for retention if there are absences in excess of 12 per semester. If a student continues to have excessive absences or tardies, a referral will be made to the Canadian County Juvenile Truancy Office. Doctor's notes will not be accepted. If your child is going to be absent, please call the office.
6. Students should be in their seats at 7:55 am. Please plan ahead for the heavy traffic in front of the building. School officials suggest that students ride the bus to avoid being late. Three tardies will result in one hour of after school detention.
7. Students are asked to wear a Mustang Valley t-shirt on field trips. District policy prevents preschoolers and school-age-siblings from attending field trips.
8. Student Council: Two students from each fifth grade class will be chosen to participate in student council from an application process. The Student Council will have biweekly luncheons, and will be responsible for helping as needed.

"If I cannot do great things, I can do small things in a great way." –Dr. Martin Luther King Jr.