

# Ms. Moore's *Class Handbook*

Grade 6



# WELCOME to our class



Hello! My name is Ms. Moore. I am excited to be a part of your child's education this year. I'm glad we will have the chance to work together to enhance your child's academic and social skills as well as build his or her friendship with God.

A bit about me...I grew up in Tennessee and graduated from Southern Adventist University with a degree in Business Administration as well as elementary teaching certification. I completed my masters degree in curriculum and instruction with Concordia University. Before coming to Maine, I spent time teaching in Michigan and on the beautiful island of Taiwan. Some of my favorite things to do in my free time are baking, running, traveling, and reading. I love chocolate, maps, and trying new foods from around the world.

I am looking forward to a terrific year!

*Ms. Moore*

## A FEW OF MY FAVORITES:

**Color:** pink, blue, green

**Season:** fall

**Animal:** cat

**Food:** crackers and cheese

**Drink:** chai latte



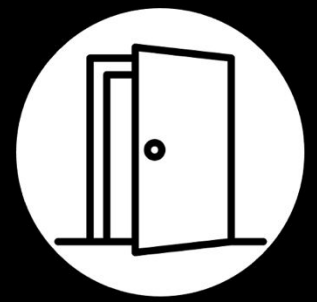
# SCHOOL information



SCHOOL ADDRESS	67 Pownal Rd, Freeport, ME 04032
SCHOOL PHONE NUMBER	207-865-4747
PRINCIPAL	Brendan Krueger
ELEMENTARY VP	Janel Tyson
SECRETARY	Barb Glover

# ARRIVAL & DISMISSAL

## *policies & procedures*



### ARRIVAL

- Students may begin entering the classroom at 7:45 a.m.
- Students should use the time before class to use the restroom, fill up water bottles, turn in assignments, and begin the bellwork written on the board. They are expected to be in their seats and prepared for class by 8:00 a.m.
- Students need to be seated at their desk by 8 a.m. in order to be marked present. Students who are at school but not in the classroom when the bell rings will be marked tardy unless they have spoken to the teacher and received permission to be outside of class.
- Students who arrive late should check in at the office to get a tardy slip before coming to the classroom.

### DISMISSAL

- If you are picking your child up early, please let both me and the office know ahead of time so that we can ensure your child is ready. Your child will be dismissed through the main entrance.
- Dismissal is at 3:00 p.m. Monday-Thursday and 1:00 p.m. on Fridays. Students will work on something quietly at their desk while waiting for their ride to be called.
- The bus and van will begin to load at 3:15 p.m. Students who ride the bus or van home will stay in the classroom until 3:15 and then walk with me to their vehicle loading location. Students need to be ready to go at dismissal and should not return to the building to get anything or use the restroom.

# ATTENDANCE & ABSENCE

## *policies & procedures*



We want all children to be successful in their educational experience, unhampered by extensive absenteeism or tardiness.

### ATTENDANCE

- The school day begins at 8:00 a.m., and attendance is recorded at 8:00 a.m. Students arriving late must check in at the main office.
- Students need to be seated at their desk by 8 a.m. in order to be marked present. Students who are at school but not in the classroom when the bell rings will be marked tardy unless they have spoken to the teacher and received permission to be outside of class.
- When a child is absent, please communicate with both me and the office.

### MAKE-UP WORK

- Students are allowed to make up work for excused absences. They have one day for each day absent to make up work missed due to the absence. It is the student's responsibility to collect the missing assignments, ensure that the work is completed, and ask for help if needed.

# BEHAVIOR

## *policies & procedures*



### **EACH STUDENT IS EXPECTED TO:**

- Respect God
- Respect Yourself
- Respect Others
- Respect School Property

### **OUR CLASSROOM RULES ARE AS FOLLOWS:**

- Follow adult directions the first time without complaining.
- Keep hands, feet and voice to oneself (physical and verbal aggression will not be tolerated).
- Walk and talk quietly through the school building.
- Use all school materials and equipment properly.
- Keep building and grounds clean.
- Walk and play in designated areas.
- Be ready to learn by being prepared and on time.
- Be kind to everyone.

### **WHEN A STUDENT MAKES A POOR CHOICE CONSEQUENCES MAY INCLUDE:**

- a verbal warning
- a time out break
- loss of class privileges
- missed free-play time at recess
- notifying parents
- meeting with the vice principal or principal
- suspension

# **HOMEWORK**

## *policies & procedures*



### **ASSIGNMENT SHEETS & PLANNERS**

- Students will receive an assignment sheet or checklist at the beginning of each week to keep track of the week's assignments. Students may also bring in their own planner if desired. Students are expected to copy assignments into their assignment sheet or planner daily.

### **ASSIGNMENTS**

- Students will have classwork assignments that they will begin during class. There is usually enough time at school to complete most of these assignments if students work diligently.
- Anything that is not finished during class should be completed at home. With the exception of ongoing projects, all assignments are due at 8:00 a.m. the morning after they are assigned unless a different due date is given.
- Messy papers will not be accepted. This includes papers that are torn, have scribbles or doodles, or are not labeled correctly.

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### **LATE ASSIGNMENTS**

- Late work will only receive half credit and must be turned in within a week of the date it was assigned. Some classes may have fewer assignments than others, and one late assignment will bring down the overall grade quite a bit. It is very important to turn work in on time.

# **HOMEWORK**

## *policies & procedures*



### **CORRECTIONS**

- Students may correct any assignment from the current or previous week. When correcting math assignments, students must show their work so I can see how they arrived at the correct answer.

### **EXTRA CREDIT**

- I do not give extra credit as a way to raise grades. Turning assignments in on time and doing quality work are the best ways to promote learning and maintain acceptable grades.

### **GRADED WORK**

- Graded papers will be returned throughout the week. Please make sure your child keeps these until the end of each quarter.



# GRADING

## *policies & procedures*



### MONITORING GRADES

- Log into Jupiter and check your child's grades anytime. I try to keep grades up-to-date during the week but don't always have a chance to grade papers each day. Anything I'm unable to grade during the week will be graded during the weekend, so Monday evening is a good time to check grades.
- Progress reports will be sent out at the beginning of each week so you can monitor grades and any work that is missing or needs to be corrected.

### GRADE SCALE

A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

# COMMUNICATION

## *policies & procedures*



### HOW TO CONTACT MS. MOORE

- The best way to contact me is via email.
- My email address is [mmoore@pinetreeacademy.org](mailto:mmoore@pinetreeacademy.org).
- During the school day you can call the office and give a message to Mrs. Glover. The office number is 207-865-4747.

### REGULAR COMMUNICATION YOU CAN EXPECT

- I send a weekly message every Monday or Tuesday. This includes information about upcoming projects, tests, and quizzes as well as an updated grade report.

# LUNCH

## *policies & procedures*



### LUNCH

- Lunch is from 11:30 a.m. to 12:00 a.m. Students may bring their own lunch or order hot lunch. They may pay for hot lunch with cash or by purchasing lunch vouchers from the school office.
- We have one microwave in the classroom that may be used for quick reheats (2 minutes or less).
- Students will eat lunch in the classroom. They are expected to remain in their seats during lunch unless reheating food in the microwave.
- Students may not share or trade food.

# BIRTHDAY CELEBRATION

## *policies & procedures*



### BIRTHDAY TREATS

- If your child would like to bring in a birthday treat, they may. Please let me know if your child plans to bring something in.
- Please make sure that the treat you send in will provide enough for all students.

### BIRTHDAY INVITATIONS

- If your child is inviting everyone in the class to their birthday party, they may hand out invitations at the end of the day.
- If your child is **not** inviting everyone in the class, invitations may not handed out at school.

# TECHNOLOGY

## *policies & procedures*

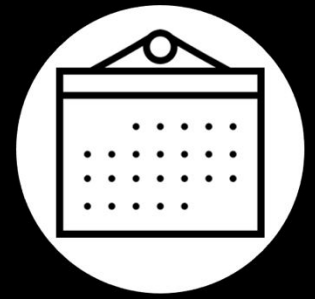


### TECHNOLOGY USE AGREEMENT

- Students who use school owned technology are required to have an agreement on file.
- Agreements are sent home on the first day of school. Both a parent and student must sign the agreement and return it to the child's teacher.
- You may grant permission for your child to access technology and digital resources. You should select this option if you want your student to use computers, tablets, etc. and be allowed to access web-based curriculum tools.
- Parents may deny permission for their child to access technology and digital resources. You should select this option if you do not want your student to use a computer or other physical device or to access web-based curriculum tools.

# OUR DAILY

## *class schedule*



### MONDAY-THURSDAY

8:00-9:00	Worship and Bible
9:00-9:30	Vocabulary/Spelling
9:30-10:15	Math
10:15-11:00	Writing
11:00-11:30	Recess
11:30-12:00	Lunch
12:00-12:30	Social Studies
12:30-1:00	Science
1:00-1:30	PE (MW)/Recess (TTh)
1:30-2:30	ELA
2:30-3:00	Music
3:00	Dismissal

### FRIDAY

8:00-8:45	ELA
8:45-9:30	Chapel
9:30-10:00	Project Time
10:00-11:00	Art
11:00-11:30	Recess
11:30-12:00	Lunch
12:00-1:00	Math
1:00	Dismissal

# CURRICULUM FOCUS

## *this year*



### **BIBLE**

- Salvation
- Elijah
- Elisha
- Good Kings
- Boy Kings
- Jonah
- Set Apart
- Christian Growth
- The Bible

### **MATH**

- Number Sense and Operations
- Statistics and Graphing
- Fractions
- Integers
- Expressions and Equations
- Geometry and Spatial Reasoning
- Ratio, Proportion, Percent, and Probability
- Measurement

### **SCIENCE**

- Life Science
- Human Body
- Earth and Space Science
- Physical Science

# CURRICULUM FOCUS

## *this year*



### **SOCIAL STUDIES**

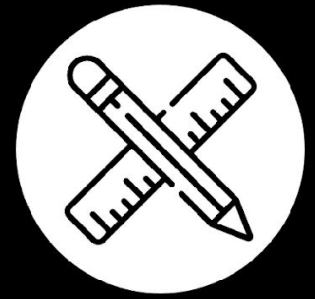
- Geography, Economics, Citizenship
- Early Americans and the Agricultural Revolution
- Mesopotamia
- Ancient Egypt and Kush
- The Israelites
- Ancient Greece
- Ancient India
- Early China
- Ancient Rome
- The Rise of Christianity

### **ELA**

- Personal and Fictional Narrative
- Procedural, Information, and Opinion Essay
- Argument Paragraph
- Book Review
- Research Report
- Persuasive Letter
- Main Idea and Key Details
- Collaborative Discussion
- Paraphrase and Summarize
- Making Connections
- Making Inferences
- Citing Evidence
- Story Elements
- Theme
- Point of View



# STUDENT *supplies*



## STUDENT SUPPLIES FOR SCHOOL

- ☐ pencils
- ☐ 2 or more colored pens for grading, journal, and notes
- ☐ 4 thin whiteboard markers for math practice
- ☐ erasers
- ☐ colored pencils/crayons /markers
- ☐ scissors
- ☐ calculator
- ☐ glue stick
- ☐ ruler (with both inch and centimeter)
- ☐ several packs loose leaf college ruled lined paper (they may need more as the year progresses)
- ☐ 2 college ruled composition books (not spiral bound notebooks)
- ☐ Bible (any version)
- ☐ reusable water bottle
- ☐ 3 boxes of tissues
- ☐ 3 containers of disinfecting wet wipes
- ☐ binder and dividers (for ELA notebook)
- ☐ 2 black Sharpies (1 fine tip and 1 ultra fine tip)

## OPTIONAL

- ☐ small stapler
- ☐ tape
- ☐ daily planner
- ☐ pencil box
- ☐ pack of bottled water to keep in locker
- ☐ plastic eating utensils to keep in locker