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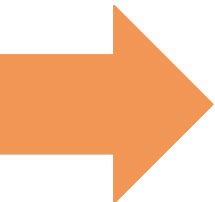
WELCOME



West University Elementary School

5th Grade Policies and Procedures

2023 - 2024





SCHEDULE

7:30 – 7:50	Morning Work/Announcements
7:50 – 8:40	Ancillary
8:50 – 10:15	Switch 1 (Math, Science/Social Studies, Reading/Writing)
10:20 – 11:45	Switch 2 (Math, Science/Social Studies, Reading/Writing)
11:55 – 12:25	Lunch
12:25 – 1:05	Recess
1:15 – 2:40	Switch 3 (Math, Science/Social Studies, Reading/Writing)
2:40 – 3:00	DEAR/Study Hall/Release Patrols (2:45)
3:00	Dismissal





EXPECTATIONS

It is our belief that fifth grade is an appropriate time for students to begin to take more pride in their work and to begin developing skills necessary for completing a more professional-looking final product. The following procedures are intended to help the students reach this end.

1. Student should write a standard heading (full name, switch color, and switch #) at the top of the front page of all assignments. Assignments turned in without a standard heading will result in points deducted.
2. All work turned in must be legible in order for full credit to be given. Assignments may be returned to the student if the assignment is not legible.
3. Occasionally a laptop/computer will be needed to complete assignments/projects on Canvas in class and/or at home.
4. All short answer and essay questions must be answered using complete sentences otherwise points will be deducted.





EXPECTATIONS

5. Students are expected to turn in assignments and homework on time. When a student is absent, it is their responsibility to get the work they missed.
6. Students should utilize classroom time and study hall for homework. This will alleviate homework time at home.
7. Student should always have a free read book, proper supplies, and laptop for every class.
8. All assignments must be completed in pencil or blue/black ink ONLY.
9. Students need to utilize bathroom breaks in between switch classes in order to maximize instructional time.
10. In the hallway, level 0. Students should walk in a straight line, walking feet, hands off the wall and our friends.
11. In the restroom, level 0 or 1, wash hands with soap and water. Paper towels go in the trash, not on the floor.





CONDUCT

CONDUCT

We hope this will be the very best year for your child in school. We believe in respect for the child and the child's respect for us. Disruptive occurrences impair your child's ability to learn – particularly when your child is behaving correctly and innocent of the disruptions. We encourage and reward good behavior in the classroom, compassion for others, and kindness to everyone. This creates a cohesive classroom with everyone enjoying success and a growing sense of confidence about their abilities. Your child's conduct grade on their report card is a reflection of their conduct every day in any situation for that given six week period.

All of your child's teachers will meet to determine your child's conduct and work habits grade each six weeks.



CONDUCT

Work habits and conduct grades for report cards are determined by all of your child's teachers.

Example

WORK HABITS				
EFFECTIVE USE OF TIME/MATERIAL	N			
FOLLOWS CLASSROOM DIRECTIONS				
CLASSROOM PARTICIPATION				
COMPLETES HOMEWORK				
COMPLETES CLASSWORK				
IS COURTEOUS				
WORKS & PLAYS WELL WITH OTHERS				
FOLLOWS CLASSROOM RULES				
GENERAL CONDUCT	S	S	E	E

Students receive an "N" in the area that needs improvement. This is the only letter we are able to put.

Conduct letter is overall.

E= Excellent

S= Satisfactory

P= Poor

U= Unsatisfactory



PATROLS

Being a patrol is a privilege. There are many 5th grade students who would love to be a patrol and take it seriously.

- Stand at post professionally
- Be in class by 7:45am- no lolly gagging with friends
- Follow all school rules
- Come back to homeroom at 2:40pm to check in with homeroom teacher, turn in laptop and grab anything needed from locker.

Teachers will be expressing behavior or academic concerns with Coach Brown. If these issues are persistent, the student will be replaced as a patrol.



ATTENDANCE

It is imperative that students come to school on time. The students need to report to their homeroom when the first bell rings at 7:30 AM. They should be seated at their desk by 7:40 AM and ready to begin the day. Fifth grade ancillary begins at 7:45 AM.

Since homeroom teachers take attendance, any student arriving late, but before 9:30 AM, must let the homeroom teacher know they have arrived.

Please remember that the school must receive an electronic excuse (no paper), such as parent email or doctors note within **three days after the absence** for the absence to be excused. Students need to collect their missed work the day following their absence. For extended sickness (2+ days), homeroom teacher will collect work for parents to pick up in the office at the end of the day.

Registrar: Alma.Estrada@houstonisd.org





LAPTOPS

Laptop Policy and Procedures

1. Students will always carry their laptops in their backpacks unless using it during class.
2. Students will use laptops only when the teacher has specified when to do so. Students should not pull out laptops randomly during class.
3. Students will not go to any websites other than the ones assigned by the teacher.
4. Any damage done to the laptop is your financial responsibility.
5. Laptops will NOT go home for any reason. They will be stored in the appropriate spot in the homeroom class at the end of each day.
6. Students will only use their designated laptop number that was assigned to them.

If any of these policies are broken:

- 1st offense: Laptop will be taken away for the day.
- 2nd offense: Laptop will be taken away for a week.
- 3rd offense: Laptop will be taken away for the rest of the 6 weeks' period.

Laptop Policy and Procedures signature page will be sent home and must be signed by parents and students before they receive their laptops.



IMPORTANT

information

ORGANIZATIONAL SYSTEM

Students will use the organizational system each teacher gives them for that subject which will fit into their carry-all/backpack. **No rolling backpacks please.**

Reading: Reading binder

Math: Black notebook and yellow folder

Science/Social Studies: Blue notebook and red folder

At the end of each day, students should only carry items necessary for homework in their backpack, otherwise they become too heavy. All extra items/materials should remain in their locker. Backpacks will be carried around to every switch, not stored in the lockers.

*Please have a reusable water bottle **NO STANLEYS***





IMPORTANT

information

AGENDA

Students will record their assignments for the week in their agenda every Monday.

Time is given in each class for the students to copy down the assignments in their agenda book. It is imperative that each student learns to write down the assignment correctly, takes home the appropriate materials, and gets everything back to class the next day.

Please look at your child's agenda book daily.





IMPORTANT

information

CELL PHONES/SMART WATCHES

All cell phones need to be turned off and kept in the students' lockers during the school day. Smart watches should not be worn during the day and are against school policy. These can also be placed in the lockers. Both can be used after school hours. These items will be confiscated and left in the front office if the issue continuously occurs.

STUDY HALL/RECESS ROOM

Students will have the opportunity to complete homework and other missing assignments as class time allows. If students wish to work on homework during recess, there is a scheduled recess room daily.





IMPORTANT

information

DRESS CODE

Please read this policy in the “General Parent Information” packet from West U carefully. Make note of the following guidelines:

- Shorts, skirts, and dresses must reach a student’s fingertips when their arms are down at their sides. Students may not roll up the hems nor roll down the tops of shorts or skirts to make them shorter.
- No spaghetti strap, tank, tube, short, off-the-shoulder, or halter tops are allowed. No tops cut low in the front, back, or side will be allowed. No skin should be exposed between the shirt's bottom and the top of pants/shorts/skirt.
- Leggings, workout pants, bike shorts, and close-fitting bottoms are prohibited but may be worn under dresses/skirts/shorts.





IMPORTANT

information

DRESS CODE (CONTINUED)

- No inappropriate or suggestive wording on clothing; clothing with advertisements for alcohol, tobacco products, or illicit drugs is not allowed.
- Closed-toe, closed-heel, and fully enclosed shoes must always be worn. Sneakers, tennis shoes, and athletic shoes are recommended for student safety. No flip-flops, sandals, or high heels.
- Hats, caps, and other headgear may not be worn inside the building.
- Makeup may not be worn.
- Fridays are designated as West U Spirit Day; students are encouraged to wear our West U Gear, any West U Elementary t-shirts, or our school colors of red and blue.
- Any other attire the campus administration perceives as detrimental or distracting to the education process or a safety hazard will not be allowed.





GRADING

GRADED WORK FOLDERS/CANVAS GRADES

Your child's graded work will be sent home every other Friday. In order to verify your awareness of his/her work, please sign the top sheet of each stapled packet. Please return the signed packets by Wednesday or as soon as possible. All work will be kept until the end of the six weeks grading period, and then it will be sent home with a copy of their report card.

Online assignment grades may be checked on Canvas and PowerSchool.

MAKE-UP WORK/MISSING WORK

When a student returns to school after being absent, they are responsible for getting the missed work from their teachers and completing it in a timely manner. Any tests that are missed will be made up during a time designated by the teacher.

For late or missing assignments, 11 points are taken off after the initial due date and an additional 10 points per day after. A "zero", "missing", and "late" will be marked in the gradebook (PowerSchool) until the assignment is received.





HOMESCHOOLWORK

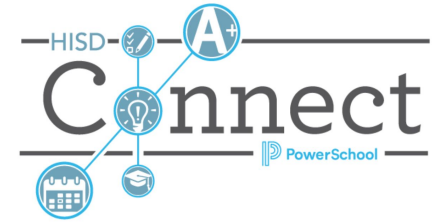
Homework is a vital part of the educational program. We give homework because it is useful in reinforcing what has been taught in class, prepares students for upcoming lessons, extends and generalizes concepts, teaches responsibility, and helps students develop positive study habits. We encourage the students to begin their homework in class when they have completed their classwork. We urge you to monitor your child's progress during their homework time to assure that he/she is using the time available to the fullest. We expect students to do their best job on their homework. In order to receive full credit for homework, it must be turned in on the day it is due. The students are not only responsible for doing the assignment, but they are also responsible for turning the assignment in at the assigned time, whether in class or online.

We are trying to foster responsibility and feel that the student needs to be accountable for coming prepared to each of their classes.





PARENT *connect*



The districts Student Information System (SIS), HISD Connect by PowerSchool, includes grades and online resources. Parents are given a unique code, or access ID, for each of their students and are able to use those codes to set up an account to access their students' profiles through the parent portal. Parents will receive an information sheet with their student's information in their Monday folder. If they do not receive it, please contact the front office.

You can access the SIS [here](#).

Teachers use PowerSchool as the main source of communication for grades and missing work. Please get the app on your phone and check periodically. Email teachers if you have any questions.

MONDAY FOLDERS

Every Monday a folder that is provided by the school will be sent home that contains news and information from the school as well as the PTO. The Monday folder, along with any paperwork that requires completion or signatures, should be returned to school the following day.





LOGIN INFO

Students can log in to most digital resources, specifically Clever & Canvas by using their HISD network ID and password.

Your student's username: Student\S##### or S#####@online.houstonisd.org

The #'s represent your student's ID Number. For example, Student\S123456

****Make sure to use the backslash key and not the regular slash (see photo)****

Your student's default password: HisdXXXX

The X's represent your student's birth year

For example: August 10, 2008 is Hisd2008

If you are in need of further support, please contact the HISD Service Desk.

Phone: (713) 892-7378

Email: servicedesk@houstonisd.org





CONFERENCES

We do not conduct beginning of the year conferences for every student. Conferences are requested by teachers and parents to discuss concerns. We do not meet to simply discuss progress. Please email if you would like a progress update.

Our conference time is each day from 8 - 8:30 AM. If necessary, we can also meet you after school on certain days. **In 5th grade, we meet as a team, so all of your child's teachers will attend.** Please email homeroom and all switch teachers if you request a conference:

Gay	sgayjr@houstonisd.org
Henderson	hannah.henderson@houstonisd.org
Higgs	chiggs@houstonisd.org
Malkemus	michael.malkemus@houstonisd.org
Miller	kmiller@houstonisd.org
Reyes	lorena.reyes@houstonisd.org
Staas	kristie.staas@houstonisd.org



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