**5th Grade Procedures**

* **Discipline Policy**
* Card system with points.
* Behavior points on the newsletter
* Detention after school: Restorative Discipline Form
* 2nd detention: same as above with the addition of a conference with parents
* 3rd detention: referral to Mr. Spencer
* Detentions and referrals may be given without the above steps for serious infractions
* **Tardy Policy**
* Students entering class past 8:05 will be considered tardy
* Students with 5-8 tardies per quarter will receive a maximum grade of C in conduct
* Students with 9 or more tardies per quarter will receive a D grade
* **Absence Policy**
* One day is given for each day the student is absent to make up work
* At least one assignment must be turned in daily upon the student’s return to school
* If a student is away from school because of illness or other reasons, planbookconnect.com may be checked for lesson plans and assignments
* **Homework Policy**
* If homework is not completed on the day it is due, the student will be finishing homework at recess time or after school. The student will lose recess regardless of finishing the work or not.
* If homework is turned in the same day it is due, but after the class period it is due, the student will receive 75%
* If homework is one day late, 50%
* Two days late, 25%
* Three or more days late, 0% and the student must still do the work
* Five missing assignments will result on a detention
* **Cheating and Plagiarism**
* Cheating on a test will result in a referral. Students caught cheating must re-take the test and may only receive partial credit up to a grade of 70%
* Talking or looking around during a test is not allowed. Incidents may be considered cheating and result in consequences indicated above
* Copying homework from another student results in a 0% for both students
* Plagiarism will result in a referral. The student must redo the assignment and may only receive partial credit up to a grade of 70%
* **Electronics Policy**
* The school is not responsible for electronic devices brought to school. Students are responsible for turning off and turning in their cell phones at the beginning of each day
* Phones will be returned to students at the end of the day
* First violation of these rules will result in the cell phone being confiscated. The parent will need to pick it up in the front office.
* Second violation results in a detention and the student has lost the privilege of bringing the cell phone to school for a specified period of time
* Students need teacher permission to bring other electronics, such us laptops, to school
* Phones may not be used after school until 3:15
* **Computer Lab Printing**
* Students must get permission from the teacher before printing anything
* **Dismissal Policy**
* Students are to accompany the teacher to the pick-up area
* Students not picked up by 3:15 need to be in extended care or under the supervision of a teacher
* Wandering the campus unsupervised is not allowed
* Students may not change for sports without adult supervision