Friday, August 14, 2015

Dear Families,

 Welcome to the wonderful world of Sixth Grade! We hope this will be an exciting year for both you and your child. We believe that school should be a fun place where learning is exciting and challenging. Here is some information that we hope you will find helpful.

**Newsletter**

 To keep you informed about what is happening in our classrooms, we will send home a classroom newsletter on the first day of each week. This will let you know what we are doing in class and give you updates on upcoming events. Also, you will find a list of the spelling words for the week.

**Classwork**

 Classwork will be assigned to help students practice or improve certain skills. Classwork is always due the following school day, unless otherwise noted. If classwork is not finished during the school day, it will need to be finished at home. Occasionally, there will be a special project to do at home. We will include directions and a due date in the newsletter for these projects.

**Late Classwork**

 If a student does not complete or turn in an assignment, they will fill out a “Homework Notice” for no classwork. **They are still responsible for completing the assignment!** After a student has accumulated a specific amount of Homework Notices for unfinished work, they will be assigned an After-School Detention to complete the work. After-School Detention will be held at ORI from 3:13-4:30pm. Refer to pg. 10 in the Parent/Student Handbook for more information regarding this policy.

**Tests**

 We will always try to give students a week’s notice for a test. Spelling tests will be given every Friday. If there is no school on Friday, the test will be on Thursday. Other tests will be given as needed. The students will be creating study guides during the unit to help study for the tests. Test dates and information can be found in the newsletter.

**Agenda**

 Agendas will be provided by the office this year. Organization is a very good habit to develop this year as we start to transition your child to prepare them for Middle School. We will give students time to write down the assignments during each class period. Parents are not required to sign the agenda unless a need arises.

**Student Discipline/Expectations**

 Oak Ridge Intermediate will start the process of becoming a Leader In Me (LIM) school this year. The Leader in Me process helps develop the essential life skills and characteristics students need in order to thrive in the 21st century. If you are unfamiliar with the LIM philosophy, please feel free to visit this webpage to read about it: <http://www.theleaderinme.org/what-is-the-leader-in-me/> .

For more information about student discipline and expectations, please refer to pg. 17-29 in the Parent/Student Handbook.

**Recess**

 Students will have the opportunity of having recess every day. Recess time will never be guaranteed and will depend on students following the school-wide Leader In Me expectations, class behavior, and assignment completion.

**Technology**

 Please refer to the Oak Ridge Intermediate Parent-Student Handbook on pg. 35 to read the school-wide policy.

**Dismissal**

 If your child will be leaving school in a different manner than he or she usually does, please call or send a note. For example, if your child is normally a bus rider and someone is going to pick him or her up on that day, we need a note with parent signature.

**Tardiness**

 Students arriving after 8:13 for Oak Ridge Intermediate are considered tardy. **A parent/guardian is required to accompany the student(s) to the main office in order to complete the necessary tardy forms. After three tardies in one quarter, parents will be notified and an After-School Detention may be assigned.** Tardies will start over at the beginning of each quarter.

Students are considered tardy when they are not in their classrooms and in their seats ready to begin work when the teacher begins class. The teacher will determine whether the tardy is “excused” or “unexcused”. Continued tardiness on the part of any student will be viewed as a serious matter. The teacher will record all tardies. Upon the third unexcused tardy, the fourth unexcused tardy, and every tardy thereafter, the teacher will send the student to the principal’s office with a disciplinary report form. Tardies will start over at the beginning of each semester.

Refer to pg. 31 in the Parent/Student Handbook for more information regarding this policy.

**Absences**

 PLEASE notify the school when your child must be absent. Work that can be done at home will be sent home with your child when he or she returns. **The work will be due the following day after the student received it.**

**Snacks/Water Bottles**

 Students may bring a snack or water bottle to class if needed. Only water will be allowed in the classrooms (an exception to this rule will be during class parties). Our scheduled lunch time is at 11:46.

**Restroom/Drink Break Policy**

 At the beginning of each quarter, students will receive a punch card to use for restroom and drink breaks. They will be allowed 5 punches per quarter. These passes will be used while the students are present in the classrooms. In order to leave the classroom for a restroom/drink break, the student must present the card to the teacher. This policy will help ensure that students benefit from the maximum amount of class time. (If your child may need additional restroom/drink breaks due to a health concern please inform the school nurse and the Hammerhead team teachers.)

**Birthday Treats**

 Your child is welcome to bring a birthday treat to share with the class. Please let us know in advance, so that we can set aside some time.

Please feel free to email us if you have any questions or concerns. You can reach Ms. Godar at kgodar@camdentonschools.org, Mrs. Stone at tstone@camdentonschools.org, Mr. Sanford at tsanford@camdentonschools.org, and Ms. Moore at smoore@camdentonschools.org. Or you may call the school at 573-346-9280 to leave a message for us. (E-mail is the easiest way to get into contact with us) We will always try our hardest to respond within 24 hours.

 Sincerely,

 Ms. Godar, Mrs. Stone, Mr. Sanford, and Ms. Moore

Return this portion by Friday, August 21, 2015. Please keep the remainder of the letter for reference.

Yes, I have had the opportunity to read the information in the letter. I have also discussed the information with my child.

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Print Student’s Name

Student Signature

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Parent Signature