

**Orca Team Information Packet
2016-17**

Dear Sixth Grader and Family,

Welcome to C.M.S. and the Orca Team! We look forward to a great year together. To start off in the right direction, we offer you this packet of general information. You'll find some rules and regulations, as well as handy tips regarding school-wide procedures and how best to communicate with us here at school.

The first homework assignment of the new year is to read and discuss this packet together – parent and child. Please print out the last page which must be signed by both student and parent and returned to your homeroom teacher by Wednesday, September 7th.

Thank you in advance for your support and we look forward to seeing you at Back to School Night (Thursday, September 15)!

Sincerely,

The Orca Team Teachers

Ms. Sadlon

Mr. Zurita

Ms. Bell

Mrs. Murzin

Mr. O'Neill



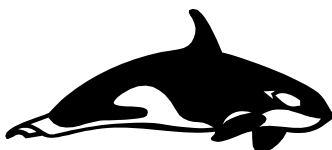
Orca Team Mission Statement

We, the members of the Orca Team, believe our mission is to create a caring and nurturing learning environment that maximizes the potential of all students and addresses the individual learning styles and needs necessary for strengthening the foundation for future learning.

As a community of learners, we encourage the pursuit of academic excellence, respect for the rights of others, and the development of personal responsibility and team unity.

Our interdisciplinary, thematic approach to curriculum design recognizes the intellectual, social, and emotional needs of emerging adolescents.

We are committed to creating a supportive environment in which every child will become a positive contributor to our community of learners.



Orca Team Contact Information

Each teacher checks email daily, so feel free to email us if you would prefer to rather than phoning. Our email addresses can be found on the CMS homepage.

Ms. Sadlon Math 341-1661
Call if you have questions about math class.

Mr. O'Neill Social Studies & Team Leader 341-1657
Call if you have questions about social studies class. Also contact me if you have any questions regarding team policies or procedures, prolonged absences, information you would like communicated to all of your child's teachers, or any other concerns you may have.

Mrs. Murzin Science 341-1656
Call if you have questions about science class.

Ms. Bell Language Arts 341-1652
Call if you have questions about Language Arts class.

Ms. Hassey Guidance Counselor 341-1612
Call if you have questions about your child's scheduling, well-being, or other concerns.

Mr. Zurita Support Services 341-1665
Call if you have questions regarding your child's IEP support services.

School Nurse 341-1630
Call if you have questions regarding your child's medical needs.

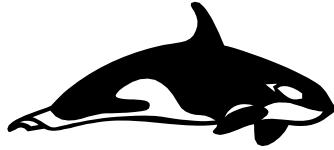


Orca Team Homework Policy

Dear Sixth Grader and Family,

As part of the sixth grade program, your child will be responsible for completing nightly homework assignments. This homework should average one to one and a half hours per night. This does not include additional time that may be needed to work on long-term projects or foreign language assignments.

- An assignment planner and an explanation on how it is used have been given to the students.
- All homework assignments are written on the chalkboard in each teacher's classroom. Students are required to copy this information into their assignment planner on a daily basis.
- Please take time throughout the week to check the assignment planner and to monitor that the assignments are being done.
- Students and parents are expected to check the Schoology web site for information on homework and other important dates.
- Students are responsible for any assignment given during their absence and must check the Schoology site and/or call homework buddies for any missed work.
- Students involved in music lessons, Workshop, or who leave school for part of the day for an appointment, are responsible for homework due on that day or homework assigned during class. (Students must check with the teacher whose class they missed since homework is still due on the assigned due date.)
- One day's extension on homework is given for each day's absence.
- Please check the eSchool program to make sure your child is current with work.



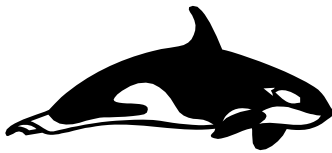
Orca Team Behavior Standards

The Orca teachers strive to create and maintain a safe and productive learning environment for all of our students. Our purpose is to focus on positive student behavior and academic achievement. In order to reach these goals, we have devised behavior standards. Students are our partners in building the Orca Team community.

Students and teachers will demonstrate common courtesy by showing respect for privacy, property, and people. Each member of the Orca Team is responsible for his or her own actions and words.

Students will:

- 1. Be on time for all classes.*
- 2. Be prepared for class with necessary books and writing utensil.*
- 3. Follow the rules and procedures for each classroom.*
- 4. Respect their own and others' right to learn.*
 - Raise your hand.*
 - Avoid negative comments towards yourself and others.*
 - Speak one at a time.*
 - Listen to each other.*
- 5. Follow directions promptly and respectfully.*
- 6. Show respect for school property and environment.*
- 7. Students are expected to abide by the CMS behavior guidelines in the school handbook.*



General Procedures

Coming and Going: You may not enter a classroom if a teacher is not present. **You may not leave a classroom or lunch/recess areas without permission.**

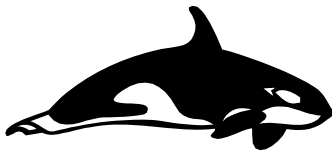
Switching Classes: Students have 3 minutes to travel between classes and are expected to arrive to their next class within that time. If you are going to be late for your next class ask the teacher who is dismissing you for a late pass.

Late Arrival: If you arrive at school after the 8:00 a.m. bell, you must check in with the office to get a pass.

Early Dismissal: If you are leaving school before 2:45, you must bring a note to the office before homeroom. They will give you a pass to show to the teacher you will have at the time of your early dismissal.

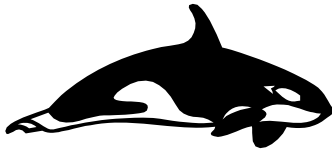
Orchestra / Band Lessons and Workshop: It is your responsibility to let your classroom teacher know you will be missing class. You must hand in homework due that period. Be sure to get class information and homework you missed while out. **You may not miss class for a lesson or workshop if a test is going to be given that day.** Please see your band or orchestra teacher during homeroom to reschedule your lesson.

Musical Instruments: All instruments must be stored in your locker or in the appropriate music room. They may not be left in the hallway at any time.



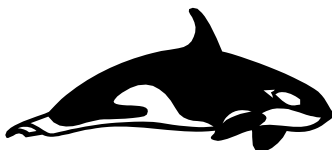
Lunch Procedures

1. When students are dismissed from their class before lunch they will go to their locker to put away books and get anything they need for lunch.
2. Students will then walk to the cafeteria using the hallway in front of the auditorium.
3. Students who are not buying lunch may go directly into the cafeteria.
4. Students who are buying lunch will line up outside the kitchen door.
5. Once a student sits down in the cafeteria that is their seat until the end of lunch that day.
6. Chairs may not be moved to a different table.
7. Once a student sits down in their seat for that day the only time they may get up is to go back to the lunch line to purchase more food or to ask an adult permission to go to the restroom or nurse.
8. When students finish eating they may raise their hands to get permission from a teacher to throw away their garbage and get in the recess line.
9. Students may choose to stay in the cafeteria and have quiet talk time instead of going outside.
10. If you are not finished eating when the first group leaves for recess, you may ask an adult for permission to go outside later in the lunch period.



Locker Procedures

1. Students may not share their locker or locker combination with anyone.
2. Students may not leave food or drink in a locker (lunch is fine).
3. Students may go to their lockers:
 - before and after specials
 - before and after lunch
 - before homeroom
 - after their last class
4. Students are not allowed to go to their lockers after homeroom. You should collect your books for your morning classes before you come to homeroom.
5. Students are not allowed to go to their lockers between color classes.
6. Students may not pack their backpacks to go home until after their last class of the day.
7. Students may not stop off at their locker to have a sip of a drink or a bite of food.



Please sign each of these sections after you have read and discussed the information provided in this packet. Return *ONLY* this page to your homeroom teacher by Wednesday, September 7th. Please refer to this information for future reference.

Student's name (please print) _____

Parent's name (please print) _____

Homeroom teacher _____

Homework Policy

We have read the Orca team policy and understand the student's responsibilities regarding homework completion.

Student signature _____

Parent signature _____

General information and procedures

Together we have read the information provided here regarding behavior expectations and school procedures.

Student signature _____

Parent signature _____