

MATH CLASSROOM PROCEDURES

Ms. Fenn - 7th Grade Math

BEGINNING OF CLASS

***When I enter the classroom**

Your job is to be in your seat getting organized for the day. Once you are organized, please fill in your agenda for the day, it will be on the board. You then need to work on any activities listed. If there is nothing on the board, you are to work on other work or read quietly until given directions.

***When I am tardy**

Being tardy means that the bell has rung and you are not in the room. A warning will be given on the first offense. If this becomes a common problem, your conduct card will be marked.

***When I am absent**

You are responsible for all homework you missed. If you know in advance that you will be gone, please try to get your homework prior to your absence. If you cannot, your work will be in the absent folder in the front of the room. You have the number of days absent plus one for every day missed to turn in assignments.

DURING CLASS

***When I need to ask a question**

We all have questions, so don't be afraid to ask in class or outside of class! During whole group instruction, raise your hand to get my attention. When working in your groups, you must ask your group members first. If the entire group cannot come to a conclusion, you then may ask me. Your peers are great resources so use them!

***When I am listening and responding to questions**

In class you should be an active listener by giving the speaker your full attention. Taking notes is also a good way to keep important ideas available. When responding to a question raise your hand and make sure to speak loud enough so that everyone can hear you. Your ideas are important!

***When I need a pencil or need to sharpen a pencil**

You should always bring a pencil to class!!! If you need to sharpen a pencil, you may do so before class or when you are working. Please avoid sharpening during class instruction.

***When I need to leave the room**

If you need to leave, you must get permission by having a staff member sign your agenda book and you must complete the classroom leave form on your way out. Please try to utilize passing periods if possible.

***If I have food, cell phones or toys in class**

Your conduct card will be marked and you will be required to give me the inappropriate items. Cell phones must be picked up from administration.

***When I am using manipulatives**

Remember manipulatives are tools, not toys. Keep them in good condition and utilize them as learning tools.

CLASSWORK

***Putting a heading on your paper**

On daily assignments you need your name, date and hour in the top right corner.

***When assignments are due**

I will write due dates on the board so make sure you pay attention! Also assignments and due dates are found on the district website under teacher pages.

***When I am turning in papers**

Please hand your papers in to the designated trays. Please mark off your name from the list located near the trays.

***When I finish my work early**

You may work on other work, review math, work on Plexars or read quietly.

***What to bring to class**

In the front of the classroom you will see what you need to bring to class. Please look for the colored signs to indicate what you need for the day. Please have these materials at your desk when the bell rings. In addition you must have your agenda and a pencil. Never come unprepared! Marks on your conduct card will be given if you are consistently coming to class unprepared. Make sure you keep your things organized and in good working condition.

***When I need help**

If you are having difficulty understanding something and you and your group members cannot figure it out, let me know! I am here before and after school to help.

***Corrections**

In math you are going to make mistakes, so let's learn from them!!! Corrections can be made on assignments, regardless of grade earned. Assignments earning less than a 70% are required to be corrected. For every point missed, you can earn half credit back if the problem is successfully corrected. For example, if you have 10 problems that are incorrect on an assignment, you can earn up to 5 points back towards your final grade. When making

corrections please attach the original assignment before submitting. There is a folder for corrections located in the front of the room.

GRADING

***Determining and recording grades**

90's = A, 80's = B, 70's = C, 60's = D, Below 60 = F

You will keep a grade sheet in your math binder. Each graded assignment will be recorded on this sheet so you can know your current grade. All daily homework assignments will be worth 10 points.

***Late assignments**

It is your responsibility to get assignments in on time. Late assignments will follow the Homework Completion Opportunity guidelines.

SPECIAL SITUATIONS

***Emergency alert**

When there is a fire or tornado drill, you must stay calm and quietly line up at the door. Wait for me to give you further directions. The emergency routes are posted near the door.

***When the intercom comes on or the phone rings**

You must stop talking and listen to the announcement or stay quiet while I am taking a call. Thank you for being respectful!

ENDING CLASS

***Homework**

Make sure you know what homework you have and when it is due!

***When the bell rings to end class**

The bell does not dismiss you from class, I do! This means you stay in your seat until dismissed. Please keep all materials out until I dismiss or give the okay to start putting things away.

Our Classroom Rules – Let's R.O.A.R. for success!!

1. Be respectful.
2. Take advantage of opportunities.
3. Have a positive attitude.
4. Be responsible.

I have read these rules and procedures and will uphold them to ensure the success of myself and my classmates.

Signature

Date