***PROCEDURES – Mrs. Leach, 7th Grade Math & Pre-Algebra***

**ENTERING THE CLASSROOM**

1. Enter the room quietly and sit in your assigned seat.

2. This is the time to sharpen your pencil, borrow any necessary items, and prepare for class.

3. If you need to use the restroom, get into the classroom EARLY and let me know you are going to the restroom.

4. Assigned helpers will pass out daily POD Folders.

5. Put your homework out on your desk (Pre-Algebra) and immediately begin working on the problems of the day.

6. Please do not make me tell you to do this every day – it makes me cranky. Cranky teachers are no fun!

**REQUIRED MATERIALS FOR CLASS**

The following materials must be brought to class **EVERY DAY**!

* Math Book – must have a cover on it!
* Pencil – No work will be accepted in anything other than pencil.
* Calculator
* Binder with Math Notes
* Homework
* Loose Leaf Notebook Paper

 **USING THE RESTROOM / GOING TO YOUR LOCKER**

1. You are given 4 hall passes every 2 months in all core classes.

2. You may use these passes, preferably near the beginning or end of class, to go to the restroom or get something from your locker. Use them wisely!

3. Never ask to use the restroom in the middle of a lesson unless it is an emergency.

4. Sign out on the sheet next to the door and **take a pass**. Only one person is allowed out of the room at a time.

5. Passes are worth 2 points each extra credit if you do not use them.

6. Remember – you do not need to use a pass if you get into class early and ask to use the restroom.

**FIRE AND TORNADO DRILLS**

1. Line up at the door quickly and quietly.

2. Listen for instructions.

3. Remain silent at all times in the hallway and outside.

**TEXTBOOKS**

1. All students will be assigned a textbook.

2. You will be given a log to note any damage to the book when you receive it.

3. You must have it covered at all times. 7th grade books are pretty new. Use either a paper bag book cover or JUMBO sized cloth cover.

4. You will be charged for damage to the book. Take care of it because you are responsible for it.

5. Do not ask me if we need our book for class – JUST BRING IT!

**PROBLEMS OF THE DAY**

1. You will work on the Problems of the Day (POD) as soon as you come to class. The timer will be set for 10 minutes.

2. Each Day has a theme: Mistake Monday, Teamwork Tuesday, Word Problem Wednesday, Think it Through Thursday & Friday will vary.

3. We will go over the answers as a class. Students will be selected to put the problem/work/solution on the board and explain it to the class. This helps to strengthen math communication skills. I love volunteers!!

4. If you need help, consult your guided notes or the book for examples.

5. Once we are finished with POD, put the work in your POD folder and the Helper will come around to collect it.

6. POD may be graded at random.

**MATH BINDER**

1. You are required to keep all notes, handouts, and worksheets in the math section of your binder. I will three hole punch all worksheets so you can include them quickly and easily.

2. There will be a math binder check at the end of each unit and at random times throughout the year. These are easy points – just keep what I give you!

3. You must keep all guided notes in your math binder for the entire year! Never throw these out because we will be using these for review. You may throw away graded homework.

Remember! – Never, Ever, Ever Throw Away any of Your Guided Notes!!

**CALCULATORS**

1. Calculators are required in 7th grade. There are times when you will not be allowed to use them, but you will need to bring them to class every day.

2. We will be learning how to use them for 7th & 8th grade math problems and because there are many types of calculators, you need to learn how to use your own calculator.

3. If you need to borrow a calculator for the day (not every day!!), you will need to sign out a calculator at the beginning of class. You need to write down your name, date, and the number of the calculator you are borrowing. You must return it before the end of class and put a checkmark in the column showing that it has been returned.

4. If you need to borrow a calculator overnight, come get one during skills and return it during homeroom the next morning. Do not keep the calculator from math class. If you do not follow this procedure you will not be allowed to check out a calculator overnight.

**HOMEWORK – PRE ALGEBRA ONLY**

1. Homework is due at the beginning of class. You may not work on homework instead of problem of the day.

2. Have your homework out on your desk ready for me check as I walk around during problem of the day.

3. We will go over a few problems as a class after problem of the day.

4. Each student starts the grading period with 100 homework points. 10 points will be deducted for each missing or incomplete homework assignment.

5. Rows will be released to turn in your homework in the assigned bin at the back of the room.

6. All homework assignments must be put in your assigned bin. Do not lay anything on my desk or hand it to me. This helps prevent it from being misplaced.

7. If you are turning in a late homework, make sure to write the reason for being late on the top of the paper. For example, absent on Monday.

8. Make sure your homework **always** has your name, the date, class period, and the assignment written at the top of the page.

9. Use **only loose leaf notebook paper** – no spiral paper! It makes a huge mess in the classroom. This is why we put it on the 7th grade supply list.

11. Intramural detention will be assigned each day there is a missing homework.

12. If a Pre-Algebra student is having trouble completing homework, I will have a conference with the student and parents to see if placement in the class needs to be addressed.

13. All Pre-Algebra students need to keep their grade at 85% or higher. If a student is struggling to maintain this average, I will have a conference with the student and parents to see if placement in the class needs to be addressed.

**HOMEWORK – 7TH GRADE MATH ONLY**

1. Daily homework will be assigned. You can expect to have homework in Math approximately 4-5 days each week, depending on the material we are covering.

2. All Homework is due the last day of each week. (ex. Friday)

3. Any homework assigned on a Friday will always be due on the following Monday.

4. Students will have approximately 10-15 minutes at the end of class to work on homework. This helps me see that they understand the material and are doing the problems correctly. Students may also work on homework when their POD is finished each day.

5. Instead of POD on Fridays, students will have the opportunity to go over any problems from the homework they had trouble with.

6. We will then grade all of the assignments: 2 random problems from each assignment will be selected to grade. Each assignment is worth 5 points. If both problems are correct, the student receives 5 points. 1 problem correct is 4 points. 0 problems correct is worth 3 points. There will also be random assignments that will be given the full 5 points for completion.

7. Students will staple the packet of homework and turn in to the appropriate basket.

8. Students may come see me for help on homework throughout the week. Feel free to ask questions when POD is complete, during intramurals, homeroom, or skills.

9. All absent homework assignments are due by the next Friday. After that, the grade will turn to a zero.

**ABSENT FROM CLASS**

1. It is your responsibility to make up all missed work from being absent. **Do not come to me and say “I was absent yesterday, did we do anything?” Of course we did!!** Again, this is YOUR RESPONSIBILITY!!!

2. Come into class and copy down the assignment that is written on the calendar on the homework bulletin board – 7th Grade or Pre-Algebra.

3. I will put all worksheets and guided notes for the day in your POD Folder. Extras will be located in the colored drawers on the student table.

4. I cannot teach you a full math lesson in 10 minutes during problem of the day. You should be copying down a friend’s guided notes and reading over the lesson in the book during this time. Then, make arrangements to come see me so I can go over the lesson with you. Intramurals is the best time for this!! I can’t stress this enough – MISSED WORK IS YOUR RESPONSIBILITY!! MAKE THE EFFORT TO COME SEE ME!!

5. Remember that all missing assignments must be turned in as soon as possible. The absolute latest I will accept it is the Friday of the next week. After that, all missing homework turns to zeroes and cannot be made up.

**STUDYING FOR MATH TESTS**

1. I often hear from students “You can’t really study for a math test”. This comment makes me CRAZY!!! Of course you can study for math tests – here’s how.

2. Complete the study guide/practice test I give you before the test.

3. Use your book for extra examples. Work out a few odd numbered problems and then go to the back of the book to check your answers. (Yes, I know the answers are back there ☺) If you get them correct, you are good to move on to the next section. If not, go back through your guided notes and read the examples in the book for help. Continue to work through examples on your own until you are comfortable with all of the sections in the unit. Pay close attention to word problems – I love word problems on tests! But then again, who doesn’t?

6. Of course, you can **ALWAYS** come to me for help! I live for this stuff – so I’m happy to help you anytime you need it. I am available during intramurals, skills, homeroom and we can also set up a time/day to meet after school.

**ASKING QUESTIONS / GETTING HELP FROM MRS. LEACH**

1. Please, please, please ask questions anytime during a new lesson. Most of the time, if you have a question, someone else is probably wondering the same thing!

2. Always raise your hand to ask a question. Do not blurt out questions in the middle of a lesson.

3. If you are working independently on a quiz/test/assignment or homework at your desk and I am at my desk, feel free to get up and come to my desk to ask questions. If I am walking around the classroom, just raise your hand and I will come to you.

4. Questions on a Problem of the Day – Since these questions are usually a review of recent material, you are to try and find the answer on your own by looking back through your notes or opening your book to the appropriate section. Before I answer questions on problem of the day, I will ask you where you have looked to try and find the answer!

5. **Pet Peeve Alert!!** Please do not call me to your desk and say “I don’t get it”. Don’t get what?? Ask me a specific question. If you’re not getting it, you should be asking questions during the lesson.

6. **MRS. LEACH WILL NEVER JUST GIVE YOU THE ANSWER. I WILL HELP YOU TO FIGURE IT OUT ON YOUR OWN. SO DON’T EVEN THINK ABOUT ASKING FOR AN ANSWER TO A PROBLEM!**

**EXTRA CREDIT**

1. Extra Credit will be assigned at my discretion.

2. NO! Word searches, games, etc will NEVER be extra credit. So, please don’t ask me if they are.

3. Unused bathroom passes may be turned in for extra credit (2 points each). I will let you when you can turn them in.

4. Extra credit assignments mean extra work. These assignments are typically not easy, quick, useless, or a waste of time. If I am going to give you the opportunity to earn extra credit, you are going to work for it.

5. FYI – you can easily get an A in my class without doing any extra credit at all. All you need to do is pay attention, do your assignments and put in a little study time for tests. Come see me if you are starting to get lost so you won’t get behind.

**GROUP WORK**

1. We will be working in groups often during the school year. I am not asking you to be best friends with your group, you just need to work cooperatively for the required assignment. There is to be NO COMPLAINING about the people in your group. You will have to work with many different people for the rest of your life, you better get used to it now.

2. A group director will be assigned to each group. Other roles may be given to group members as needed.

3. Each group will be given two laminated cards: 1 yellow and 1 red. If your group is off task, is talking too much or not about the assignment, I will first take away the yellow card. This is your warning! If I continue to see your group having problems staying on task, I will take away the red card and you must go back to your seat and work on the assignment individually. Your group will also be given intramural detention for not following directions.

**END OF CLASS DISMISSAL**

1. I will dismiss you at the end of the class, not the clock!

2. All students must be sitting quietly in their assigned seats before I will dismiss you.

3. **Do not pack up early**. This is a HUGE pet peeve of mine. I only have you for 60 minutes a day, and I promise that you will have 60 minutes of work to do.

4. You may need to quietly “remind” your classmates to sit down in order for the class to be dismissed.