

Classroom Procedures  
Mrs. McLaughlin  
7<sup>th</sup> Grade GEM – Algebra I Honors  
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**Please have parents sign below and return.**

- 1) Daily Opener: Warm-up activity will be on the board as the students walk into the room. Students are to begin warm-up immediately upon entering room on their given warm-up sheet. The sheet will be collected each day and a grade will be given once the sheet is complete.
- 2) Quizzes: 1-2 per chapter depending on size of chapter.
- 3) Chapter Tests: After every chapter.
- 4) Homework: Given daily. If you do not complete your homework, I will stamp your agenda to be signed by a parent. Failure to have agenda signed by a parent will result in a detention. Homework is graded based on completion and **must show all work**. ALL questions must be answered with work to receive full credit. Homework will be checked daily and a homework grade entered each week.
- 5) Absences: Students are responsible for making up missed work. Students have two days to make up all work missed due to an absence without penalty. It is the student's responsibility to check the agenda for missed work. Homework is posted on quia.com.
- 6) Late Work:
  - a) Homework: Half credit will be given for any later work but MUST be turned in before the chapter test.
  - b) Class work/projects: Per school policy, assignments will drop a letter grade each day they are late up to 4 days. Will not be accepted after 4<sup>th</sup> late day.
- 7) Class work: Requires proper heading on paper. The heading goes on the top right: Name, Date, and Period.
- 8) Suggested Supplies: Sharpened pencils, extra eraser, pencil sharpener, loose-leaf paper, graph paper, binder with tabs, daily planner, chapter book for leisure reading (needed during DEAR).
- 9) Calculator Policy: TI-30Xa Calculators will be used when necessary for more complex problems, but should not be used consistently for basic skills. Graphing calculators (provided) will be used in class for some sections.
- 10) Classroom Donations: **Tissues**, Clorox wipes, hand sanitizer, dry erase markers, printer paper, graph paper, AA Batteries for controllers, AAA Batteries for graphing calculators.
- 11) Controllers: Students are to use controllers appropriately. Each student is responsible for picking up their own controller and returning it to the correct location. If a student is abusing the controller, they may lose the privilege of using them.
- 12) Student bins: Are placed on the side of the class. Students may turn in homework/class work accordingly.
- 13) Announcements: Absolutely NO TALKING during announcements. The announcements are an important way to relay information to students and teachers about what is going on at school.
- 14) Dismissal Procedures: Students are to maintain a clean area and wait for the teacher to dismiss you.
- 15) DEAR Day: Once a month.
- 16) Tardiness: Two unexcused tardies will result in a pre-detention or note home in your agenda and three tardies will result in a detention. Repeated tardiness will result in a pre-referral and referral. This includes coming from the cafeteria.
- 17) Bathroom Procedures: Three (3) per quarter. If you must use the bathroom during class, first look to see if the appropriate pass is available. If not, you must wait for your classmate to return.
- 18) Sharpening Pencils: Students are to sharpen their pencils **before** the bell rings. Bring extra pencils for backup and/or a personal sharpener (not electric or battery). Mechanical pencils are permitted.
- 19) Students will not leave their seats without teacher permission. Any and all garbage will be thrown in the wastebasket at the end of class.
- 20) No calling out during class. ALWAYS raise your hand and wait to be called on.
- 21) Fire Drills: Follow all Evacuation Procedures. Our class will dismiss through the main doors and walk past the portables. Line up by the fence for attendance. You MUST stay with our class outside.
- 22) Lunch Procedures: 3<sup>rd</sup> period – lunch C. After lunch, students will meet at designated area to walk back to class together. Students must be mindful of other classes while walking to and from lunch. Any student shouting or disrupting other classes will be given a consequence.
- 23) Electronic Devices: They are not allowed to be seen or heard! Please turn them off!
- 24) Teacher Desk: DO NOT walk to the desk unless given permission.

25) After completion of all daily activities: Whispering for the remainder of the period as you begin your homework. (PRIVELEGE)

**Rules**

- Be Punctual** – Arrive to class on time, turn in work on time, and be on time from lunch.
- Be Prepared** – Have all materials daily.
- Be Polite** – Raise your hand to speak and respect your peers.

ABSOLUTELY NO Eating, Drinking, or Gum Chewing in class.

**Consequences**

- First Time:** Verbal Warning
- Second Time:** Agenda Signature
- Third Time:** Detention
- Fourth Time:** Pre-Referral
- Fifth Time:** Referral
- \*Extreme behavior will result in immediate removal from the classroom

**School Grading Scale**

90-100	A
87-89	B+
80-86	B
77-79	C+
70-76	C
67-69	D+
60-67	D
0-59	F

**Mathematics Weight Scale**

- Homework 10%
- Class work 10%
- Assessments 80%

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Return this portion to Mrs. McLaughlin no later than Friday, August 28<sup>th</sup> 2015!!!

I have read and understand the above classroom procedures.

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Algebra Period