**Miss Mueller’s 7th Grade Mathematics Class**

**Policies and Procedures**

Welcome to 7th grade math! During this class we are going to cover a range of math concepts including: ratios and proportional relationships, the number system, expressions and equations, geometry, and statistics and probability. If you have any questions feel free to ask me at any time.

**Miss Mueller’s Contact Information**

Please feel free to contact me throughout the school year with any questions or concerns you may have. \*Email is highly recommended.

jmueller@d88a.org

(815) 744-6166 x 2512

The class website can be found through the school webpage and can be used as a helpful resource and source of information. Homework assignments will be updated weekly on the class website. Also, the homework hotline will be updated daily with homework assignments.

**How to enter the classroom:**

1. You should enter the classroom quietly and quickly.
2. You are to immediately go sit in your assigned seat.

**What to do when you enter the classroom:**

1. You should immediately sit in your assigned seat.
2. You should put away all of your materials neatly under your desk.
3. You should fill in the homework for the day in your planner.
4. You should quietly and independently begin working on the daily warm-up posted on the board in your math notebook.

**How to ask a question/for help:**

1. Raise your hand and wait silently and patiently until the teacher calls on you and gives you permission to speak.
2. Students are to stay in their seat at all times unless given permission to stand-up from the teacher.

**Note taking:**

1. You are to have a notebook or loose leaf paper just for math.
2. For each day that notes are taken you should put the date and lesson/assignment at the top of the page.

**Homework:**

Homework will be assigned daily and is expected to be completed on time. Students are to use the notes they took in class to help them complete their daily homework. Homework is to be completed in pencil and with all work shown on a piece of leaf loose paper. At the beginning of each class homework will be graded or collected by the teacher.

**How to head a paper:**

1. Students are to write their name and date on every worksheet or handout they are given.
2. On any loose leaf paper students use they should write the following information at the top right-hand corner of the paper:
3. Name
4. Date
5. Class/Period
6. Lesson/Assignment

**Homework Completion:**

1. The problem from the binder/worksheet needs to be copied down onto the piece of loose leaf paper.
2. Work for every homework assignment needs to be done in pencil on a piece of loose leaf paper.
3. For EVERY problem ALL work needs to be shown neatly.
4. Work is to be done vertically, not horizontally.
5. Circle your final, simplified answer for each problem.

**Grading Homework:**

Students will often be asked to trade papers with others around them and grade each other’s papers. The teacher may collect and grade homework assignments as well.

1. You are to use ink ONLY when grading homework.
2. The teacher will tell you how to trade papers with others around you.
3. If you did not complete the homework assignment you are NOT to grade someone else’s paper.
4. When grading, you are to only mark the problems that the answers are wrong and put the correct answer next to it. At the end you need to put the total at the top of the paper.

**Homework Points:**

1. The teacher will determine how many points each problem is out of on each assignment.
2. In order to earn credit for homework you must SHOW ALL YOUR WORK.
3. Some homework assignments will be graded as a completion grade and you will be given points just for having the assignment completed on time.
4. Homework is assigned to practice the skills that were taught in class. If you have a question on your homework it is your responsibility to ask the teacher for help.

**When you are absent:**

1. You should check Miss Mueller's website online to see what you missed in class.
2. When you return to school you should check the Class Calendar (on the front bulletin board) to see what you missed and write it in your planner.
3. It is your responsibility to get the notes that you missed from another student.
4. After completing the work you missed, you are to turn it into the absent homework bin.
5. Absent work is due with no penalty the number of days you were absent. (Ex: if you were absent on Monday, return on Tuesday, your absent work is due on Wednesday)

**If you do not have your homework done (Late work):**

1. You are NOT to grade another student’s homework.
2. Instead you need to fill out your missing homework sheet in the late homework binder.
3. When late work is turned in, it must be turned in with missing homework sheet attached and filled out.
4. For each quarter 3 assignments can be turned in for 75% of the earn grade.
5. After 3 late assignments, students will be given partial (50%) of the earned grade on the next 3 late homework assignments.
6. After 6 late homework assignments in a quarter, students will be given a zero for any additional late homework assignments.
7. Late work is accepted until the day of that assignment's chapter test.
8. After the chapter test, late work for that chapter will not be accepted.

**When you are tardy:**

1. Students are expected to be in class on time with all of their materials with them every day.
2. Students will be given 1 warning each quarter until they will be given a minor (green sheet) for each additional time they are tardy.
3. Students are to enter the class silently and sit down immediately, not distracting the rest of the class in any way.

**Quizzes/Tests:**

1. You are to enter the room quickly and silently and put all of your materials under your desk.
2. Take out a pencil, loose leaf paper, and a calculator (determined by the teacher).
3. When you finish you need to work on something silently, which may be assigned by the teacher.
4. If you are absent on the day of a quiz/test you are responsible to make an appointment with me to take the quiz/test.
5. If you do not make up the quiz/test within a week you will receive a zero.

**Planners:**

1. You need to bring your planner to class every day.
2. You need to fill in the daily homework assignment in your planner everyday upon entering the classroom.
3. Your planner is also your hall pass out of the room. In order to leave the room during class for any reason you must have your planner.

**Grades:**

1. Students will be given their grades weekly on either Monday or Tuesday of every week. The teacher will write the student’s updated grade in the math section of their planner.
2. Grades will also be updated weekly and can be checked on the online grade book system, Skyward.

**Passes:**

Passes are for emergencies only. Students will be given **5** passes to leave the classroom for any reason per quarter. In order to leave the room you must have your paper pass and your PLANNER with the hallway pass sheet filled out by the teacher. You are not allowed to leave the room until the teacher has signed your planner and taken your paper hallway pass.

**Leaving the classroom:**

1. The teacher dismisses the class, not the bell.
2. Students will not be dismissed until the classroom is neatly organized the way it was when they entered and they are silently sitting at their desks.
3. Students need to ensure they take all of their materials with them when leaving the classroom.

**Grading Scale:**

100-90 A- Excellent

89-80 B- Above Average

79-70 C- Average

69-60 D- Below Average

59- F- Below Grade Level

\*The procedures and policies of Richland Junior High written in the Richland Student Handbook also all apply in this classroom at all times.

This packet is to remain in your binder for the entire school year. You are to use it as a reference to remember what is expected of you while in math class at all times. If you have any questions please feel free to contact me.

Miss Mueller

7th Grade Math Teacher

**Miss Mueller**

**7th Grade Mathematics**

**Policies and Procedures**

I have read the following informational packet with my child. I know that if I, or my child should have questions, we should contact Miss Mueller at (815) 744-6166 x2512 or via email at jmueller@d88a.org as soon as possible.

PRINT STUDENT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PERIOD:\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

**Parent/Guardian 1:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian 2:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_