Ms. Rahe’s Mathematics Classroom Procedures

ClassRules:

* Be on time to class
* Come to class prepared
* Be responsible and accountable.
* Respect other people and their property.
* ALWAYS try your best!

Class Procedures:

1. **Beginning of Class**: As you enter, read Beginning of Class Procedures under the Agenda and complete before we begin class. Make sure your pencil is sharpened, then have a seat.
2. **Cell Phones/Technology**: Per Wake County, any technology is not permitted. It should be out of sight and turned off on school grounds unless given teacher permission.
3. **Cool-down**: You must work on your cool-down quickly and quietly at the end of class. You will be instructed whether you are allowed to use notes and/or a calculator. You will have about 3-5 minutes to work on your cool-down. It must be completed in a quiet setting or points will be deducted. We then will go over the cool-down the following day. Cool-downs will be checked daily. If you are absent, then write the word ABSENT for that day.
4. **Homework (HW)**: Homework is given 2-4 times per week. Homework is not for a grade; however, it is valuable to complete as needed to reinforce the concept. Answers to the homework are posted online for immediate feedback and understanding.
5. **Class Dismissal:** When it is time for class to end, you will clean up your area and return any materials that were borrowed from the classroom set of materials. Students must be in their seat in order to be dismissed. After final teacher announcements, you will be dismissed and chairs need to be pushed under the desk.
6. **Absent:** If you are absent from class, it is your responsibility to get your work from the “While you were out” area. Make-up work will be given full credit if turned in within a few days of returning back to school.
7. **Late Work/Missing Assignments:** Completed late work can be turned in for partial credit (deducted 10 points per day late). Turn this work in to the “Work bin”.
8. **Substitute:** When I am out, I expect students to be on their BEST behavior. Any individual notes from a substitute will result in consequence and/or parent contact.
9. **Extra Papers**: Students will not be given an additional paper if they have lost theirs. They may be provided one to work on in class (during appropriate time), lunch, or before or after school, or during EE, but must copy work/answers onto a separate sheet of paper. Copies of assignments may be found online.
10. **Email Contact**: Students MUST use their WCPSS email in order to contact Mrs. Rahe. I will not respond to a comment, question, or concern from a student if it is from a personal account (such as yahoo, hotmail, gmail, etc). I do not typically receive/respond to emails in the evening. I typically check email during school hours.
11. **Tutorials/Study sessions**: Students will have EE as an opportunity to get extra help on math topics. If a student needs additional help, then the student may set up a time with Mrs. Rahe before school or after school. Tutorials/study sessions will be scheduled as needed; however, they will most likely fall on days before tests.
12. **Calculators**: Calculators are a privilege to use. Students must use the calculator assigned to them. Using the calculator in an inappropriate way or at an inappropriate time will result in the inability to use the equipment.
13. **Extra Credit**: Extra credit is only provided on selected test/quizzes. Additional opportunities for extra credit will not be provided.
14. **Weekly Math**: A worksheet of current/previous concepts will need to be completed within a week’s time (about 4-6 worksheets per quarter). This will be given on Wednesday and due each Wednesday. Students MUST show work for each problem or provide a sentence proving an answer no matter if it’s calculator active or inactive. Worksheets are calculator inactive unless otherwise noted.
15. **Retest Policy**: Students may only retest for Tests. In order to be eligible for a retest, students must complete the review sheet by the due date. Students may then complete a “Request to Retest” form (found on my website). Students will have to complete test corrections as described in the notebook, have original test signed, and complete 2 other actions in order to retest.

Grade Calculation:

|  |  |
| --- | --- |
| **Math 7 and Math 7+** | |
| Major Assessments  (Tests and some projects) | 50% |
| Intermediate Assessments  (Quizzes and some projects) | 35% |
| Minor Assessments  (Classwork and homework) | 15% |

|  |  |
| --- | --- |
| **CC MATH I** | |
| Major Assessments  (Tests and some projects) | 50% |
| Intermediate Assessments  (Quizzes and some projects) | 35% |
| Minor Assessments  (Classwork and homework) | 15% |

Classroom Consequences:

Persistent patterns of misbehavior or severe misbehaviors will result in administrative referrals. The following are possible classroom consequences.

|  |  |
| --- | --- |
| Positive Consequences | Negative Consequences |
| Praise  Candy  Positive calls or notes home  Whole-class free time  Free Team Time  Feeling of Success | Take 5  Teacher-Student Conference  Parent-Teacher Conference  Detention (lunch)  In-team suspension  In School Suspension (ISS) |

Examples:

|  |  |  |
| --- | --- | --- |
| Student Behavior | Possible/Logical Consequences | |
|  | First Action | Second Action |
| Tardy to Class | Teacher-Student Conference (during first week only otherwise 2nd action is given) | Consequence is given based on school policy (lunch detention, after school, ISS, OSS) |
| Helps the teacher or another student | Praise, Candy, or Positive call/email home | |
| Cheats/Copies work | Teacher-Student Conference  and detention to redo work | Parent contact and detention to redo work |
| Helps to maintain order or cleanliness of school | Praise, Candy, or Positive call/email home | |
| Consistent good work | Praise, Candy, or Positive call/email home | |
| Using prohibited technology | Teacher-student conference and device taken by teacher to be picked up at end of day | Device taken by teacher and/or phone call home and/or taken to office for parent pick up |

Communication information for Parents:

|  |  |  |
| --- | --- | --- |
| **Type of communication** | **How to access communication form** | **Features the communication performs** |
| website | www.mrsraheshomepage.weebly.com | Provides homework, class documents, class resources, a section to contact me via email, etc. |
| email | [krahe@wcpss.net](mailto:krahe@wcpss.net) | This is the best way to contact me directly. |
| Text Message | Go to my weebly page and download Remind 101 Permission slip sheet | Provides one-way communication from me to you about upcoming tests, quizzes, tutorials, etc. |
| Home Base Parent Portal | Contact a counselor to set up this feature | Provides access to student’s grade, attendance, etc. |

\*\*\*Return this Page only to Mrs. Rahe\*\*\*

Student Name (printed clearly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and understand the class procedures that have been outlined above.**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Contact Information:

|  |  |  |
| --- | --- | --- |
| Parent/Guardian Name (printed clearly): |  |  |
| Relationship to student (mom, dad, aunt, grandpa, step-father, etc): |  |  |
| Email: |  |  |
| Provide preferred phone numbers to use (please put an \* next to the one you prefer first): | H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  W \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  W \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Check the statement if you are interested in any of the following team roles:

\_\_\_\_ I am interested in helping with field trips.

\_\_\_\_ I am interested in helping teachers make class copies.

\_\_\_\_ I am interested in helping organize celebration parties.

Please tell me anything that would be important to know about this student…in a million words or less please: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Need more room? Please feel free to use the back or send in an email to krahe@wcpss.net ☺