Classroom Procedures
6th grade Math – Mrs. Von Bergen

Welcome to 6th grade math with Mrs. Von Bergen, and welcome to an exciting new year of mathematics! I am glad to have you in my classroom and am looking forward to learning with you. My number one goal this year is to provide you with the tools you need to be successful in years to come. Along the way, I hope to share with you the importance of math in our everyday lives.

Overview of the Year

<table>
<thead>
<tr>
<th>First 6 Weeks</th>
<th>Fourth 6 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Understanding and Operations: Factors, Multiples, and Operations with Whole Numbers</td>
<td>Measurement: Two-Dimensional Figures</td>
</tr>
<tr>
<td>Numerical Understanding: Whole Numbers, Fractions, Decimals, and Integers</td>
<td>Measurement: Capacity, Weight, Time, Temperature, and Volume</td>
</tr>
<tr>
<td>Second 6 Weeks</td>
<td>Fifth 6 Weeks</td>
</tr>
<tr>
<td>Numerical Operations: Addition and Subtraction of Fractions and Decimals</td>
<td>Statistical Representations and Analysis</td>
</tr>
<tr>
<td>Proportionality: Representations and Applications</td>
<td>Probability</td>
</tr>
<tr>
<td>Third 6 Weeks</td>
<td>Sixth 6 Weeks</td>
</tr>
<tr>
<td>Algebraic Representations and Applications</td>
<td>Making Connections</td>
</tr>
<tr>
<td>Geometry: Angles, Triangles, and Quadrilaterals</td>
<td>Trip Investigation</td>
</tr>
</tbody>
</table>

6th Grade Math Supply List

- 1 composition notebook
- 2 bottles of 4 oz glue*
- 1 ream of colored paper*
- 1 pack of coloring markers*

* Indicates supplies turned into teacher for group share*

Beginning of Class

Entering the classroom (before the bell rings): Come into class quietly and sit in your assigned seat. Look at the agenda board to see what we will cover in class that day and gather your notebook and any other supplies you may need to pick up. Sharpen your pencil if needed. Begin your Daily Oral Math.
**Notebooks:** You will have an interactive textbook this year. We will use composition notebooks to create our own textbook. These are your responsibility. Please bring them to class everyday! Each and everyday we will be adding to them and referencing previous entries.

**DOM (Daily Oral Math):** At the beginning of each day you will complete a short warm-up activity when you enter class each day. These activities include things such as vocabulary words, review questions, journal entries, fact practice, or questions to introduce a topic. You will be given a short period of time after the bell to complete the assignment, but it should be started as soon as you enter the room so you can finish in a timely manner.

**When you are tardy:** Come into class quietly. You do not need to disturb anyone since class has already begun. Mrs. Von Bergen will hand you any papers you may need. Look at the agenda board to see what we are doing. Begin your DOM or join the class with the activity. You may need to whisper to a neighbor to get information you missed.

**Middle of Class**

**Going to the restroom/water fountain:** Students are allowed out of the room only one student at a time. Going to the restroom or water fountain will be limited to independent seatwork. Please do not ask to use the restroom during direct instruction time. Restroom breaks are reserved for true emergencies only. Please take care of business during passing periods.

**Leaving the classroom for other reasons:** If you need to go to the nurse/office/etc., raise your hand and ask Mrs. Von Bergen if you may go. You will need to give a reason for why you want to leave. You must be wearing one of the hallway passes hanging by the door to leave.

**When Mrs. Von Bergen asks for your attention:** When Mrs. Von Bergen raises her hand and asks to you to raise your hand also, this means you need to completely stop whatever you are doing, raise your hand, and listen to the instructions. If you see this, raise your own hand with Mrs. Von Bergen to help spread the message to other students.

**Asking a question/making a comment:** RAISE YOUR HAND and wait for Mrs. Von Bergen to call on you. Please be respectful of your teacher and classmates and refrain from interrupting others.

**When you need to borrow a pencil or paper:** Quietly go the supply area and borrow a pencil or paper from Mrs. Von Bergen. Please be courteous to those around you and do no disturb anyone while getting your supplies.

**Turning in papers:** All papers will be turned in to Mrs. Von Bergen directly. We will practice this method at a later time.

**Working in groups or with a partner:** 1. Follow directions on your paper or given by Mrs.
Von Bergen. 2. You are responsible for your own job and the results of the entire team. 3. If you have a question, ask a team member for help. If you need additional help, ask Mrs. Von Bergen. 4. GROUP WORK IS A PRIVILEGE. This privilege may be revoked at any time if your behavior is not acceptable and you are not using your class time wisely.

*When you finish your work early:* If Mrs. Von Bergen doesn’t give you instructions on what to do when you are done, you may use this time to read quietly or work on assignments for other classes. In the supply area there are several books and puzzles you may take back to your seat if you do not have something to work on at your desk.

**End of Class**

*Dismissal:* The bell does not dismiss the class; Mrs. Von Bergen dismisses the class. No one leaves the room while there is trash on the floor or desks out of place. Make sure your area is clean and picked up, and all your supplies are returned to the proper area. Your class may be held after the bell if the room is not put back in place.

**Rules, Consequences, & Rewards**

In order to maintain a classroom environment conducive to learning, you are expected to abide by the following class rules:

1. Be in your seat when the bell rings.
2. Follow directions the first time they are given.
3. Treat others with respect.
4. Bring necessary supplies to class every day.
5. Use class time wisely and participate in activities

Possible consequences if a rule is broken:

Behavior Consequences:

1. Warning/ Teacher-Student Conference
2. Parent Contact
3. Parent Conference
4. Counselor – Student - Teacher Conference
5. Intervention Team
6. Office Referral

*Severe misbehavior results in automatic referral.*

Possible rewards for good behavior:

1. Star Tickets
2. Star Student of the grading period
3. Games in class
4. Extra credit opportunities
5. Opportunities to work with a partner/group on assignments
Grading Policy

Major Grades: Unit Assessments, Tests, and Projects 60%
Minor Grades: Class grades, homework, Notebook Checks, Responsibility Grades, Participation Grades, etc. 40%

Minor grades are recorded two ways in this class:

- **Number grades** are given on some homework, class work, and assignments, all tests and quizzes. These numerical grades may sometimes be weighted more than others. For example, a quiz grade may count as **TWO** daily grades instead of just one.

- **Participation Grades** may be given on some class work, homework, or journal entries, and are scored as such:
  
  - + On time, 100% completed, directions followed
  - ✓ Incomplete (75% or more complete) or directions not followed
  - ✓– Incomplete (50% or more complete) or directions not followed
  - 0 no credit for assignment (50% or less complete) or no paper turned in

At the end of the 6 weeks grading period if a student has all check pluses, then the completion grade is 100. Five points are subtracted from the 100 for each check and ten points are subtracted for each check minus and fifteen points are subtracted for each 0.

**Extra credit opportunities:** Opportunities for extra credit will be given several times throughout the six weeks grading period. If students would like to earn extra points, they must complete this extra credit at the time it is assigned. **Extra credit work WILL NOT be given at the end of a six weeks or semester to raise a grade average.**

**Late work:** Late work is defined as work not turned in at the assigned due date. Ten points will be deducted from the responsibility grade each time an assignment is late for that grading cycle, and the assignment will be graded as if it was turned in on time. You will earn a Responsibility Grade for every 3 weeks (2 per 6 week grading cycle).

When you are absent

**Make-up assignments:** Attendance is extremely important. When you are absent, you have missed valuable instruction. However, I understand that there are times when absences are unavoidable. When absent, YOU are responsible for getting the work you missed. I STRONGLY suggest coming to extra time before or after school to check for understanding of missed work.
Extra help & tutoring

Mrs. Von Bergen is available for tutoring 1) During 8th period and

If you cannot meet during these times you will need to arrange another time convenient to both you and Mrs. Von Bergen.

Textbooks
Students you will be assigned a textbook to take home for the year. These textbooks are your responsibility and are expected to be returned at the end of the year in the same condition checked out to you. Our textbook in class will be our composition books which is why it is imperative that you bring them to class everyday!

Contacting Mrs. Von Bergen
The best way to reach me is via email: rvonbergen@iisd1.org or you can call the school at (361) 284 – 3226 and leave a message with the school secretary.

My conference period is during 6th period, approximately 1:00 – 1:49 if you would like to meet in person or we can arrange a before or after school conference.

Let’s have a GREAT YEAR!!

I have read and acknowledged Mrs. Von Bergen’s class room procedures. I will do my best to follow or encourage these procedures to be the most successful I can be in Mrs. Von Bergen’s class.

Student signature: ____________________________________________________________

Parent/Guardian: ____________________________________________________________