**Math 7 Syllabus**

**Please note:** This syllabus is intended only as a general idea of how grades will be computed this year. It is possible that there will be changes in what is assigned, scored, collected, etc. and therefore possible changes in how grades are figured. Both parent and student need to write their initials in the boxes after each section to show you have read and understand it.

**Grading**

* **Grades** are divided into two categories: *Work and Assessments*(subject to change)
  + **Work (40%)** – some work is graded for correctness while other work is given credit if it was completed with work shown
  + **Assessments (60%) –** consists of tests and quizzes, which are weighted differently
* **Assignments** must be completed in PENCIL.
  + NO WORK! NO CREDIT! Students must show their work in an organized manner. The format can be found on my website. Students have all been shown the correct way to show their work. Scratch work is NOT showing work.
* **Assessments** 
  + All tests are announced at least 2 days in advance.
  + There are **NO ASSESSMENT RETAKES**. Test reviews, which are very similar to the actual test, are provided prior to tests. These reviews are corrected in class and time is provided for students to ask any questions they may have. Students are expected to prepare for and do their best on the original assessment.
* **EXTRA CREDIT** is occasionally provided for enrichment only and **NOT** **available** upon request to improve a grade or replace an assignment.
* **Aeries**
  + The Aeries portal is used to keep parents up-to-date on their child’s progress. Please contact the front office if you are unable to access your child’s information.
  + Please check Aeries regularly, as a student has three days from when the assignment score is posted to turn it in for “late” credit. Late work earns only partial credit.
  + Please email me within a week of a grade being posted on Aeries if you have any questions and/or concerns regarding that assignment. Please be specific on the assignment and what you would like to know about it. If necessary, we will set up a time when you, your child, and I can meet to discuss your concerns and help your child have a successful year.
  + Grades visible on Aeries don’t necessarily represent the most accurate grade for a student. Grades are updated regularly and can change quickly depending on the value of an assignment and other factors.
  + While most grades are updated within two weeks, work not turned in on the day it is due is likely to take longer, but will be updated before the end of the grading period.
  + A detailed list of my **grading codes** is available on my school webpage. The most often used codes are “NP” for “not present” and “I” for “incomplete”. “NA” means the assignment didn’t apply to that student.

I have read and understand the grading policies for this class.

**Communication**

* Please include your child’s first and last name in all communications.
* The best way to contact me is via email. Please email me at [dmcrae@jsdtracy.com](mailto:dmcrae@jsdtracy.com) and allow at least 24 hours (Monday – Friday) for a response if you’ve asked a question. Please keep in mind that I don’t read my emails on weekends. Please do not leave messages on the classroom phone. I don't check it.
* Parent meetings will only be scheduled after the student has met with me personally to address their concerns.
* If a parent meeting is needed, they are scheduled prior to school from 7:30 – 7:50 am. Students are expected to be present for the meeting and be an active participant in all discussions.



I have read and understand the communication policy for this class.

**Student Responsibilities**

* **Come prepared.** Come to class daily with the required supplies, your planner, a charged Chromebook, and a reading book.
* It is very important you not only start the year with the required supplies, but have them in class every day throughout the year.
* You are expected to write down your assignments each day, both current and future. It is your responsibility to make sure you understand what the assignment is and leave the classroom with what you need to complete it. All pages are to remain in the planner to serve as a record of past homework assignments.
* Tests and quizzes are announced ahead of time and should be written in your planner.
* If you do not have a charged chromebook in class on a day you need it to complete an assignment or assessment, that work CANNOT be made up.
* **Absences**
  + If you are absent on the day of an assessment you have two days to make arrangements to take the alternate test. It is your responsibility to check if you have missed an assessment. You will not be reminded.
  + When you are absent, you are responsible for getting your missed work outside of class time. The assignments are posted on my school webpage calendar and handouts are available in the classroom in the absent folder or online in Google Classroom.
  + If you know of an absence prior to the day (field trips, appointments, etc.), you are responsible for getting the work prior to your absence and turning it in the day you return.
  + Assignments due the day of your absence must be turned in the day you return. You are not given an extension for assignments that were given prior to your absence.
  + You have one extra day to turn in work missed while absent. If you are absent more than one day, missed work is due in the order it was missed. For example, a student who is absent Mon, Tues and Wed, needs to turn in Monday’s missed work by Friday, Tuesday’s work by Monday, etc.
  + If you are absent at the end of a grading period, you are still responsible for that work and need to make arrangements to get it done before grades are due.
* **Questions** You are responsible for coming to me with any concerns you may have about assignments, grades, etc. If you want to discuss a particular concern or have questions about your work, you need to see me prior to 7:40 am or during morning break. I am also available after school by appointment.

I have read and understand the student responsibilities for this class. 

\*\*\* You are to keep a copy of your log-in code at home and in your agendas.

I look forward getting to know you and guiding you through a year of math discoveries.

Sincerely,

Ms. McRae