

Course Introduction

Welcome! I am looking forward to a great year and know that our combined efforts will make it a success. Please read the following and let me know if you have any questions.

Course Policies:

1. Students are expected, but not required, to maintain a notebook.
2. Notes will be taken by students daily.
3. Assignment logs will be given at the beginning of each chapter and are expected to be signed by the parent after completion of chapter and student has calculated their grade for the chapter.
4. Homework will be assigned daily, except on test days.
5. Late homework is accepted but will not receive full credit, unless there is an excused absence.
6. Graphing calculators are allowed for some tests and quizzes and not allowed for others, in preparation for the AP test.
7. No notes, or note cards are allowed for use during tests, quizzes or finals.
8. Quiz retakes are allowed for the 1st quarter only, and test retakes are allowed all year, and are **averaged** with the previous score(s), with a 75% cap on retakes.
9. All retakes must be completed within 2 weeks of receiving their score on the first assessment.

School Wide Guidelines:

1. TARDY POLICY – the school tardy policy, found in the student handbook, will be enforced.
2. FOOD & DRINK – NO food or drink (other than bottled water with a cap) may be consumed in the classroom.
3. NO GUM – because I have too many students who do not know where to put it when they are done with it.
4. NO CELL PHONES DURING INSTRUCTION TIME – Cell phones will be placed in clear hanging pockets at the front of the room during instruction time and during tests and quizzes.

Classroom Expectations:

1. R-E-S-P-E-C-T, let us all start with respecting each other, no need to earn respect but you can lose respect.
2. LISTEN TO AND FOLLOW DIRECTIONS
3. CLASSROOM PASSES (for the restroom or office) – let's keep it to 3 per quarter.

Required Materials:

1. Paper (lined and/or graph, blank paper optional)
2. Two Notebooks– spiral bound with 70 pages preferred (one for each semester)
3. Pencils, pens, erasers and highlighter
4. Graphing calculator (TI-83 or better)

Grading:

80%	Assessment	88% - 100%	A
	50% -- Tests	78% - 87%	B
	30% -- Quizzes	68% - 77%	C
20%	Practice (Homework and Class work)	58% - 67%	D
		Below 57%	F

This class is a team effort and I am here to help whenever I can. **I am available after school from 3 to 4pm Monday and Tuesday.** Please come see me if you need help!

Acceptance Form:

Student's Name: _____ Period: _____

I have read and understand the above policies. I know that if I have any questions or concerns regarding course policies I can contact the teacher.

Student's Signature

Parent's Signature

Date

CLASSROOM PROCEDURES

HOW TO START CLASS:

1. Before the bell, walk in quietly and sit down.
2. Put cell phone in clear hanging pockets at the front of the room.
3. If you need something, get it before the bell.
4. Take out required materials & homework.
5. Put up questions from homework.
6. If tardy, discretely hand over your pass, put up cell phone & quietly sit.

HOW TO COMPLETE AN ASSIGNMENT:

1. Assignment number (top left corner)
2. Head your paper with name, date and period (top right corner)
3. Title the sheet (page and problem numbers)
4. Neatly work the problems in **ONE COLUMN**
5. Copy down each problem (including any figures)
6. Thoroughly show **ALL** your work!
7. Check your work and then **HIGHLIGHT** your answer

HOW ASSIGNMENTS ARE GRADED:

- +1 for heading
- +2 for HW started
- +3 for more than 2/3 complete
- +4 for 100% complete
- +5 for 100% complete and neat

HOW TO TURN IN MISSED WORK:

1. Late assignments do not receive full credit without excused absence
2. One day extension for each absence (up to 5)
3. Quiz and test make-ups taken within 1 week
4. It is ***YOUR RESPONSIBILITY*** to complete all make-up work! (I will not remind you)

HOW TO END CLASS:

1. I will let you know when you can retrieve your phone.
2. Stay seated and only get up when the teacher excuses you (not the bell).
3. Make sure to pick up after yourself before you exit the room quietly.

HOW TO GET A HALL PASS:

1. No passes the first and last 15 minutes of class.
2. Use a bathroom pass for bathroom, and classroom pass for going to the office, seeing a counselor or getting something from your last class.
3. You get 3 passes a quarter (non-transferable, non-cumulative, & non-negotiable) use them wisely.
4. Sign out at clip board by the door and take the pass. Upon returning sign in and replace the pass.
5. Keep bathroom breaks to 10 minutes maximum. You will be missing important instruction time.
6. **One student out of class at a time.** If a pass is not there, someone is out.
7. If phones are in hanging pockets you will need to go without your phone.