

## CLASSROOM PROCEDURES

Mrs. Carter 2010 – 2011

ROOM 210

(586)461-3446

### **I. REQUIRED MATERIAL**

- Pencils (Only Erasable Pens are allowed)
- Scientific Calculator
- Textbook
- Three Ring Binder

Each student is responsible for bringing all required materials to class everyday. Students will NOT be permitted to go to his/her locker for any materials after the tardy bell.

#### **3 Ring Binders**

Binders must be in order with sections clearly visible. Binders will be submitted once per quarter. Advance notice will be given for due dates. Each binder must contain the following sections:

1. Warm- Ups
2. Class Notes
3. Worksheets
4. Test, Quizzes

### **II. HOMEWORK POLICY**

Homework is CRUCIAL to your success in this course. Homework will be corrected daily. It is your responsibility to make sure your homework is completed and turned in on time. If you are absent, it is your responsibility to get all missed assignments. If you are absent and are cleared, you have as many days as you were absent to turn in the homework. Homework will primarily be corrected at the beginning of each class period after the warm-up. Homework will be accepted beyond the deadline. However there will be a 10% reduction each day it is late. After the fourth day, no credit will be issued.

#### **Quizzes**

Quizzes will be given periodically to check your progress and to familiarize you with testing procedures. Quizzes may be unannounced. You should always be prepared by completing homework and reviewing notes in case a quiz is given.

#### **Test**

Test will be given every few weeks to evaluate your progress. Tests are usually given at the end of each chapter or unit. All tests will be announced to ensure adequate preparation.

**Students that receive a grade of an F (59 or below) will be permitted to retake the test.**

Before the retake, students must correct the problems missed and work one problem like each problem missed. This work, along with the old test, is called your RETAKE TEST TICKET. Please note that students will NOT be permitted to retake a test if they lose the old test. The highest grade a student will be permitted to obtain on a make-up is a C (70%).

**III. GRADING POLICY**

Grades will be evaluated based on Test, Quizzes, Homework, and Binder. There is a final exam that counts as 20% of your semester grade.

Test-----	35%	<u>Grading Scale</u>
Quizzes-----	25%	100 – 90 = A
Homework-----	25%	89 – 80 = B
Binder-----	10%	79 – 70 = C
Warm-up-----	5%	69 – 60 = D
		59 below = F

**IV. CLASSROOM PROCEDURES**

1. Be in assigned seat at the beginning of each class period to ensure attendance is taken accurately. You are considered tardy if you are not in the classroom when the tardy bell sounds.
2. Students are to begin the warm-up at the beginning of each class. After completing the warm-up, students should be prepared to check homework and ask questions. Homework will be check in a variety of ways. If you do not have your homework, please sit quietly during this time.
3. Every class minute will be dedicated to completing all math assignments. If there is any remaining class time left at the end of the hour, students should use it to work individually.
4. Please be sure to take care of all restroom needs during your 5 minute passing time. Passes will be issued on a limited basis.