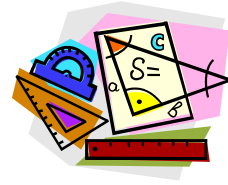


Policies and Procedures
Mrs Hawkins' Class
Algebra II



Materials

Successful math students are prepared and organized. To be adequately prepared for this class you will need the following materials every day!

3-ring binder	2 Pencils (NO PENS!!!)
Loose leaf notebook paper	Graph Paper
Laptop	Ruler
Scientific Calculator	Colored Pencils

Grading Policy

Nine Week Grades:

Daily Grades 10%, Minor Grades 30%, Major Grades 60%

Semester Grades:

1st Nine Week grade 40%, 2nd Nine Week grade 40%, Semester Exam 20%

Tests-Major Grades

Tests will be given regularly at the middle/end of each specific unit. You can expect a test every couple of weeks. Each test may consist of multiple choice, short answer, and will cover all material taught in class. Also, quizzes for each unit will be averaged together and will count as a test grade for that unit.

Quizzes-Minor Grades

Quizzes will be given periodically throughout the semester and will not always be announced. Quizzes will consist of many formats including quizzes, vocabulary, exit slips, activities from class, writing assignments, or graded practice work. These will be designed to assess the progress on specific objectives.

Homework/Daily Grades

Homework is assigned often and will be checked daily for completion. Homework should be kept up with, corrected daily and may be taken up and graded for correctness without warning. Daily grades also include warm ups. Warm Ups are done the first 5 minutes of class as a review or concept check and will be collected on a biweekly basis. All class work of any kind could be taken up for daily grades!

Class Rules

- Respect others and their belongings
- Be on time and in your seat when tardy bell rings
- Be prepared for class
- Listen for instruction and directions
- Follow rules and guidelines in handbook
- Complete your assignments on time

Consequences

Consequences are used for any disruptive or disrespectful behavior in class.

1st Offense – Warning

3rd Offense – Parent Phone Call

2nd Offense – Break Detention

4th Offense – Office Referral

Of course major offenses or repeat offenders may skip steps if deemed necessary by me.

Tardy Policy

You are expected to be in my classroom and ready to learn when the tardy bell rings. If you bring your things into my classroom and then leave the room and the tardy bell rings, you are TARDY! I will follow school policy as outlined in your handbook if that is not the case!

Make Up Work

If you are absent, it is *your* responsibility to make up the work. You will need to check with me to get your work. This is to be done before the bell rings, at the end of class, or after school. You have 2 days to get your make up work from me and 5 days to complete it.

Various Other Classroom Expectations

Cell Phones – NO cell phones should be out during instruction. I will take it up if I see that you have one out and return it at the end of the day.

Laptops – Laptops need to be with you in class every day. However, you do not need them out during classroom instruction unless instructed. They will be used after instruction has taken place.

Pencil Sharpening – Sharpening of pencils should be done before the bell rings. You should have at least 2 sharpened pencils in case one breaks during class. If you need to sharpen a pencil during instruction, you will need to get permission from me before doing so when I am not instructing.

Bathroom – You should take care of business during class change time. You have plenty of time to do this!

Class Dismissal – The bell does not dismiss you from my class, I do! Please do not put up your things and get ready to leave until I have completed instruction and have told you class is over.

Extra Help – Extra help is always offered to students. Please speak with me to arrange for extra help.

Communication

You may contact me at school at 774-4915 but the quickest and easiest way to contact me is through email. My email is thawkins@ozarkcityschools.net.