**POLICIES AND PROCEDURES**

**Mrs. Mathews, Honors MS Algebra 2016-2017**

**Contact Information: Phone: 423-886-0880 Ext 328 Email:** [**mathews\_yang@hcde.org**](mailto:mathews_yang@hcde.org)

**DAILY CLASS PROCEDURES**

* Bring your **math textbook**, **math binder**, **agenda mate, and pencil**!
* Be **courteous** and **respectful.** Raise your hand to be called on before speaking.

### Be seated in **assigned** seat and **complete** Icebreaker.

* **Write** new HW from assignment board in your **agenda mate.**
* **Participate** in tasks, activities, and practice.
* **BYOD Policy: If you bring a smart phone or tablet to my class, you may only use the device with my permission.**

**Use of each student’s device in Mrs. Mathews’ classroom is specified through HCDE BYOD Policy:**

*1. Students may only use their device in the classroom when instructed by teacher to do so.*

*2. Students should not ask teachers or staff to hold or store their device.*

*3. No school employee should be asked to retrieve device left in school after normal school hours.*

*4. Students may not use their device to update social media sites or accounts during school hours.*

*Students should not use device to call, text message, make pictures, videos or audio recordings, or*

*electronically communicate with others during the school day without teacher supervision or permission.*

*5. Students should not possess, share, or download inappropriate videos, pictures, or audio recordings*

*during the school day.*

*6. Consequences (as listed in SMMHS Handbook):*

*1st Offense: Device confiscated for 10 days*

*2nd Offense: Device confiscated for 20 days*

*3rd Offense: Device confiscated for the remainder of school year*

**ASSIGNMENT PROCEDURES**

* Homework will be **assigned each day** we meet.It will not be graded, but homework will be reviewed during the next class period. **Computation** sheets are due at the beginning of Thursday/Friday class and new comp sheets will be distributed during Thursday/Friday classes.
* **All completed assignments** must be **legible, clear and neat** to receive **credit.**
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* **Check Mrs. Mathews’s teacher webpage for assignments and announcements.** It is located on the school website.
* **Weekly Assessments** will be given each Monday. These assessments will check for understanding and mastery of the previous weeks’ concepts. *All questions from Weekly Assessments will be taken from past homework and computation sheets.*
* **Late Assignments:** Write **“late” and date** across HW/Comps when submitted to inbox. **Unless you have an excused absence, late assignments will not be accepted.**
* **Absences:** Uponreturning to school, please **check** Mrs. Mathews’s teacher webpage for missed work. If an absence is **excused,** a student has 5 days to submit missing homework/class-work. **If missing work due to an excused absence becomes late, it will not be accepted.**
* **Tests**: All test topics will be announced ahead of time. You are expected to your review your class notes, weekly assessments, comps and homework problems. **Make up** tests will be taken during the first directed studies upon return from an absence. **YOU** are responsible for making sure you make up missing tests and assignments.
* **Exams:** Students will have **semester exams** this year**.**

**HCDE grading scale and policy:**

93-100% = A, 85-92% = B, 75-84% = C, 70-74% = D, 69% and below = F

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I have read and understand the policies and procedures for Mrs. Mathews’ Honors MS Algebra class.*

*I also understand that this is a high school credit course.*

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*Student signature date*

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*Parent signature* date

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*Student signature date*

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*Parent signature* date