**Basic Skills Algebra Classroom Policies**

**Miss Atchison**

**Wabash High School**

**Grading Scale**  **What Makes Up Your Grade** **Materials Needed**

100-97 A+ Quests 60% 2 Pocket Folder

96-93 A Homework 25% Scientific Calculator (TI-30X)

92-90 A- Notebook 15% Notebook (to be used only for math)

89-87 B+ AR Book and Agenda

86-83 B Pencils

82-80 B-

79-77 C+

76-73 C

72-70 C-

69-67 D+

66-63 D

62-60 D-

59-0 F

**Homework, Late, and Incomplete Assignments**

Homework will be assigned at the discretion of the teacher. Any homework assignment is due the next school day unless the students are told otherwise. Failure to turn in an assignment will result in a zero and an after-school detention/homework club held in my classroom, until the work is completed. Late work is the student’s responsibility to find. In addition, an incomplete assignment may result in an after-school detention. Any student who turns in an incomplete assignment, resulting in less than a 50%, will be given an after-school/homework club. Until the assignment is fully completed, the student will continue receiving after-schools. Homework without work shown will also be given half credit. Moreover, any assignment completed in pen will receive 10% off the final grade.

**Absences**

It is the student’s responsibility to collect assignments for any day missed. For each day a student is absent, one day will be allowed to make-up late work. After the allowed make-up days, any missing assignments will be counted as zero. In addition, the student will be given after-school/homework club until the assignment is completed.

**Homework Detention**

Any assignment turned in late, incomplete, and/or scored below 50% will result in the student being assigned after-school detentions until all work is made up in a timely manner. The definition of incomplete and/or missing will be decided by the teacher. Detentions will begin the same day the assignment was due and the student will serve detentions until the work is deemed satisfactory by the teacher. In addition, if any student has two or more missing assignments, morning detentions will be assigned until all work is complete.

**Tardiness**

Each student is expected to be in his or hr proper seat and working on bellwork when the bell rings. If a student fails to be in the correct seat and working on bellwork when the bell rings, he or she will receive a tardy. In addition, if a student fails to come to class prepared, he or she will also receive a tardy and will be expected to go and get their materials. See additional tardy policies in the handbook.

**Homework Assignments**

Homework assignments will be given in worksheet form. If for some reason a student loses a worksheet, he or she will be responsible for getting another copy. I may have extra copies before the end of the day. However, all assignments will be uploaded on the Weebly website. See the “Homework Assignments” tab for the list of assignments.

**Math Notebooks**

Students will be required to maintain a math notebook in class every day. A handout will be given to students to specify the requirements for maintaining the notebook properly. The notebook needs to be brought to class every day and will be collected for a grade before each chapter test. See rubric handout for more details. Taking notes in class is *not* an option!

**Quests**A quest will be given at the end of each unit. Quests will be worth anywhere between 50-100 points.. Each Quest is to be completed in pencil. Failure to do so will result in 10% off the final test/quest grade. On a Quest day, every student should come to class with an AR book or some other assignment to occupy time if a Quest is completed early. Students will not be allowed to leave the classroom during a Quest, so it is necessary for each student to come to class prepared. Like every other class, a cumulative final exam will be given at the end of the semester. Assignments and activities will be prepared to help students prepare for the final exam. However, it is the student’s responsibility to ask any questions on preparing for exams.

**Misbehavior (disrupting class, *cheating*, excessive talking, etc.)**

Any misbehavior in the classroom will be handled at the discretion of the teacher. Disciplinary actions will be taken according to school policies. Students will be respectful of themselves and others.

**Classroom Expectations**

Cell phones will not be allowed in the classroom. See pages 32 and 39 in the Wabash High School student handbook for actions that will be taken when a cell phone is brought into the classroom. No candy, food, or drink will be allowed in class unless the teacher deems it necessary. Book bags are not allowed at any time in the classroom. Students must have their agenda with them at all times to be issued a pass from class for any reason. Students who misuse pass privileges will not be allowed to leave the classroom. Students are expected to work until the bell rings, unless the teacher says otherwise. Any time that is wasted (i.e. sleeping, talking, head on desk, etc.) will result in disciplinary action. Class will not be dismissed until all students are in their seat.

**Extra Credit**

Extra credit may be offered throughout the semester. It is the student’s responsibility to have the extra credit completed (without the help of teachers, peers, or other resources opportunity) and turned in by the due date.

**Awards**

For each nine week grading period, two different awards will be handed out. The first award is for Most Improved Student, and the second for Outstanding Achievement. The Outstanding Achievement award will be chosen by the highest grade in each of my class periods. The Most Improved Student award is chosen by calculating the improvement from the first nine weeks to the second nine weeks (second to third, third to fourth, etc). So, one doesn’t even have to have the highest grade to earn this award! Each student will receive an actual certificate. In addition, a picture will be taken of all the students per award and displayed in the classroom along with the names of the students receiving the award. Finally, per nine week grading period, the students receiving the award will be allowed to have their lunch in my classroom instead of the cafeteria. Snacks will be provided.

**Weebly Website**

This year all assignments and lessons will be posted on a website for the students’ convenience. The only content that will not be posted is assessments. There will be no reason for a student to come to class without an assignment since everything is now posted on the website. The link for the website is [www.whsbasicskills.weebly.com](http://www.whsbasicskills.weebly.com).

**My Availability**

I will usually be available before school and after school for questions, help, and after-schools. I would be happy to help, so please feel free to come in and ask questions (if you have any) on the material. If you know in advance that you will be coming in for help, please do your best to let me know. For, if no student comes with any questions, I may leave early.

**Contact Information**

If you or a parent needs to contact me, I can be reached conveniently by e-mail at [atchisok@apaches.k12.in.us](mailto:atchisok@apaches.k12.in.us). My phone extension at the school is x3235, however, I am able to respond quicker to e-mails.

I have read through the above rules and conditions and am familiar with the Class Syllabus and Policies, as well as the Wabash High School student handbook’s grading and behavior policies.

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Contact Name :

Phone Number(s):

E-mail Address(s):

What is the best way to contact you?

When is the best time to contact you?

Parent/Guardian Comments: