**Welcome to Pre-Algebra**

We have an exciting year ahead of us! In order to make our class time more enjoyable and educational for each of you, I’d like to explain some of my procedures and expectations.

**CLASSROOM POLICIES:**

**Supplies**: *To be brought to class EVERY DAY.*

1. Textbook (covered)
2. Math notes (composition notebook)
3. Math folder containing blank paper
4. Student planner
5. Pencil and green pen
6. You will also occasionally need a scientific calculator or graph paper. I will let you know in advance when these are needed.

When any of these supplies are missing, you will receive an unprepared. After the 3rd, 4th, and 5th unprepared, you will be required to complete an assignment in a teacher’s room during lunch. The 6th unprepared will result in a detention. This starts over each quarter.

**Homework**

Do your best on each assignment. In math, doing your homework correctly is vital for your success in mastering the concepts. Therefore, the following procedures will apply:

1. **Complete every homework problem** to the best of your ability. Never leave a problem blank. Consult your notes or ask someone for help if you are confused.
2. **Write down the original problem.**
3. **Show your work.**
4. **Circle your answers.**
5. **Use pencil.**
6. **Only use a calculator when necessary**. When the numbers get large, you may use a calculator. Write C next to the problem to indicate you used a calculator.
7. You may (and should) ask another student or parent for help about *how* to work a problem. They may give you hints, guide you through the problem, or check your work to help you locate mistakes. However, if you copy another person’s homework or allow someone to give you an answer without working it out on your own, you are cheating.

60-70% of your homework grade will be based on how much effort you put into each problem. If you do not follow these directions, you may be required to redo your homework.

**Notes**

Each student will keep a composition notebook of math notes. These will provide procedures and examples of how to solve problems and should be used when completing homework and studying. These notes will be collected and graded the day of each test.

**Late Work**

With the exception of unplanned absences, **all work must be turned in on time.** When a homework assignment is not completed on time, it must be turned in the following day to receive any partial credit that is available. See the student handbook for more details regarding partial credit. **Habitually turning in work late is not acceptable.**

**Tardies**

1. If you are late because you were needed by a teacher or staff member, you must bring a pass from that teacher/staff member in order to be excused.
2. When you enter the classroom late (with or without a pass), enter so as not to distract the rest of the class. Silently enter the room, hand the teacher your pass, and join the rest of the class in our activity.
3. Three unexcused tardies in any given quarter will result in a detention.

**Absence**

When you are absent, **you are responsible to make up all the work you missed.**

1. Check the absent folder to see what you missed.
2. Copy the notes you missed from a friend.
3. Make up any homework assignments you missed as soon as possible.
4. Make up any tests/quizzes you missed.

\*Note: If an assignment was due the day you were absent, it must be turned in the first day you return.

**Grading** – points system (Percentages are estimates that may vary depending on the number of assignments.)

Tests: 100 points each (around 45%)

Quizzes: 20 points each (around 24%)

Homework: 5 points each (around 20%)

Class work: 2-5 points each (around 6%)

Notes: 10 points each (around 5%)

**FINAL NOTES:**

Math is an incredible subject in which we study the orderly rules God placed into our universe. I love mathematics and hope to help you enjoy it as well. The key to success in math is to do your very best on each homework assignment. If you are struggling at any time, please come see me. The concepts build upon each other, and I don’t want anyone to get behind. Let’s have a great year and honor God in all we do.

“Not with eyeservice, as menpleasers; but as the servants of Christ, doing the will of God from the heart; With good will doing service, as to the Lord, and not to men: Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord.” – Ephesians 6:6-8a

Please feel free to contact me at any time.

Email: teacher@school.edu

School number: 888-888-8888

**STUDENTS**: I have read these classroom procedures and understand that I am responsible for following them.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents**: I have read and am aware of these classroom procedures.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE KEEP THIS SHEET IN YOUR FOLDER AT ALL TIMES.**

**Thank you.**