

Classroom Procedures and Information

Mr. Bell and Ms. Mincemoyer

The following information is provided for your use throughout the year. Place it in the beginning of your math binder for the remainder of the year.

Absences

Excused or unexcused. If I do not have an excused note within two days of your unexcused absence it will result in a detention. No teacher can excuse you from class, except the teacher whose class you are to miss. If you feel it is necessary to miss math class to be with another teacher, Guidance, or Student Assistance, you must bring a note *in advance* and get permission from me to be absent. Any exception to this will be considered an unexcused absence (class cut). Class attendance is necessary for success. Vacation and field trip forms must be signed well in advance of the trip. You must ask for assignments at least three days prior to leaving.

Tardiness

Try not to be late for class. Class starts when the bell rings, if you are not in class on time you must have some type of written note to be admitted. If some other teacher detains you after their class, that teacher should sign the note. Otherwise, the note should come from the office either as a late slip or other type of admission slip. Reasons for excused tardiness are the same as those for absences. Tardiness of 20 minutes or less is considered one-half class for attendance purposes. If you are late to school and miss class or have an early dismissal, you should stop in before school, during class change or after school to get the day's assignment from the designated area of the classroom. You are responsible for doing the assignment to the best of your ability.

Test Make-up

If you are absent from school on the day of a test you are required to make up the test on your first day back in school, unless your absence was for several days. If you are absent only on a review day, you are required to take the test of your first day back in school. You will not be excused to participate in other duties during class on test days, unless arrangements are made beforehand to take the test. If you have an extended absence, you should meet with me upon your return, outside of class time, to arrange for test make-up dates. It is your responsibility to make arrangements for make-up tests. Any test not made up at the agreed upon time and day will become a zero grade. Test make-ups will not be made up during your regularly scheduled class time.

Missed Class Work and Assignments

Completion of all class work, notes and assignments for any reason are the sole responsibility of the student. You should contact another student for missed notes, etc. All missed assignments are due the day after your return or it will be considered late. After you have had an opportunity to get the notes and work on the assignment, if you need additional assistance please feel free to contact me for additional help. You are responsible for obtaining all vacation and field trip assignments before your trip. Missed assignments are due the day you return.

Daily Classroom Information

Homework is given almost daily. If no specific assignment has been given, you should take the opportunity to review earlier material. Note taking and reviewing are necessary for success. Homework and notebook should be neat and well organized.

Interim Reports

All students will receive an interim report if they have a C or lower in the class. This is subject to change, but you will be notified ahead of time.

My Schedule

The following is being made available to you so that you are able to locate me to get assignments, get permission to miss class, or any other reason that may require that you need to see me. You may wish to sit in on a class to make up for a class you will be missing. Do not interrupt class if I have already started teaching.

Period 2	Academic Alg 2	Room 322
Period 3	Academic Alg 2	Room 322
Period 4	Essentials of Alg 2 Part 2	Room 322
Period 6/7	Essentials of Alg 2 Part 2	Room 320

Evaluation

All nine-week grades are determined using the number of points accumulated.

The grading scale will be:

A	100 % - 89.5%
B	89.4% - 79.5%
C	79.4% - 69.5%
D	69.4% - 59.5%
E	59.4% - 0 %

Points are obtained from the following scores:

- **Tests**
- **Quizzes**
- **Homework Checks (Accuracy or Completion)**

REMINDER: CHECK ON-LINE GRADEBOOK ON A REGULAR BASIS FOR YOUR CURRENT AVERAGE

Recommended Course Materials: 3-Ring Binder, Notebook Paper, Pencils, Graphics Calculator and Book Cover