

## CLASSROOM RULES:

1. No food or drinks.
2. No use of cosmetics (perfume, lotion, makeup, hairspray) during class.
3. No electronic devices (unless it is a calculator and approved by instructor) during class.
4. Be respectful, remain on task, attentive, cooperative at all times and raise your hand if you have a question.
5. Follow the school-wide tardy and discipline policy.
6. Be prepared for class with appropriate materials (paper, pencil, textbook...).
7. Be responsible. Only assignments, including tests and quizzes, missed due to excused absence will be accepted late. If you're absent check the course website to see what you missed in class such as a new homework/classwork assignment or test.
  - If you miss a quiz/test due to an excused absence you should notify the instructor immediately upon your return and be ready to take it on the first day back from the excused absence. If multiple consecutive excused absences occurred, see instructor to determine the due date to make-up test/quiz.
  - All other assignments (Warm-Up/Classwork/homework) due the day the absence occurred will be due on the first day back from the excused absence. Assignments assigned on the day that the absence occurred will be due the day after returning to class. If multiple consecutive excused absences occur, see instructor to determine the due date.
  - Absences must be cleared with the attendance office for work to be accepted late. Absences must be cleared up within 10 days.
8. All assignments must be turned into the appropriate tray before the tardy bell the day that it is due and include the following before turning in for credit:
  - Name, date, period
  - Homework number, page number, problems assigned
  - Problems completed should have all proper work showing.
  - How many problems were completed should be written on top of the first page (somewhere next to your name). For example if you completed 20 problems out of 30 you would indicate 20/30.
9. All graded tests are to be signed by a parent/guardian within one week from the day the graded tests are returned to you.

## RECOMMENDED STUDY HABITS:

10. Read and make notes on course material that will be covered in class in advance (see semester plan).
11. Ask for help and work/study with fellow classmates.
12. Practice and study the material learned in class on a daily basis.
13. Study and complete all assignments on time, this will help you learn and prepare for the tests and quizzes. Advance notice of a test will be given, but quizzes may be given at any time.
14. Stay organized and keep all your graded homework/notes/handouts in a safe place throughout the school year. The course material is cumulative and notes may be

needed for other topics covered later in the year. A portfolio may also be collected at the end of the semester.

15. Check the course website, to see your progress in the class as grades will be updated often and to view any handouts or notes given in class in case of an absence. Check the semester plan for any changes in the course and note test dates and prepare for them.