

# ALGEBRA I – CLASSROOM PROCEDURES

## Assignments:

- Use PENCIL. Any assignments done in pen will be a zero.
- Write your name, class period, and the assignment at top of your paper.  
Example:       Chris Jones  
                  Period 6  
                  p.6 1-20
- Keep a separate notebook with your notes in it. Remember to keep them so you can study for the semester tests!
- Be ready to correct the assignment the next day at the beginning of class. Put the number wrong on the assignment at the top of the paper.
  - o On some assignments, you will be allowed to correct your errors for full credit on the assignment.
  - o Keep in mind that fixing a problem does not mean just changing the answer. It means fixing any errors in *all steps* of the problem. This is often the best way to learn. You should not expect to get every single problem right the first time through, but finding out what you did wrong will get you closer and closer to that goal. When you've fixed all your mistakes, write corrected by your number wrong on the top of the page. You will only be allowed to correct your mistakes once, so make sure you have checked through all of them, asked questions, etc. before you hand them in. **If you get everything right on your corrected paper you will get FULL credit on the assignment.**
- Turn in an assignment once you feel you have it fixed to the best of your ability. I do not hand papers back once they are turned in. I assume you are satisfied with your work and the grade it will receive. You can turn in your fixed paper the **same day or next day**. No points are deducted for keeping the assignment to fix it, however points are deducted if you keep an assignment because you were not done with every problem. This allows you plenty of time to fix your errors, and earn a higher daily work grade.
  - o CORRECTING MISTAKES IS A GOOD WAY TO KEEP YOUR DAILY WORK GRADE UP. IT DOES HELP YOUR GRADE!!!

**To make this clear: If you get an assignment on Monday it has to be done for class on Tuesday. We will correct on Tuesday and you have until Wednesday to fix for full credit. If the assignment is not handed in on Wednesday it is a zero!**

- After the test, any assignments from that chapter that have not been turned in will be permanent zeros.
- **SHOW ALL WORK, not just the answer. I grade the WORK.**

- Each homework assignment is worth 10 points. Points will be taken off for incorrect work, work not shown, work done in pen, work I can't follow, assignment not completed, etc.

### **Tests:**

- Generally given at the end of each chapter and worth 100 points each, but some chapters may be split into two parts.
- Tests must be completed during the class period. You will not be allowed to finish the test later.
- Cheating on a test will result in a zero on that test.
- Turn in tests on top of my desk, not in the assignment trays.
- Re-takes are allowed only if you are failing. Highest grade you can earn on a re-take is a C- (72%). **You also need to have all the homework completed.** It is your responsibility to notify me if you wish to re-take a test and set up a time to do so, preferably after school or during a study hall.

### **Calculator Use:**

- I will provide you with a calculator. You are responsible to bring it to class everyday.
- *Basic function* calculators are generally allowed. You may *not* use them on Chapters 1-2. Otherwise, you can assume it's OK to use them on tests as well as homework. You may bring one to class if you wish. Calculators that do fractions or graphing calculators with memory are NOT allowed.

### **Quarter Grading:**

- Average daily work counts 33% and test count 67% of your quarter grade.
- Letter grades assigned will follow the district grading scale.

### **Ask questions and get help if you need it:**

- I am available before school from 8:05 a.m. to 8:15 a.m., during 6th hour, and after school until 4:00 pm.
- My email address is [amber.gaikowski@k12.sd.us](mailto:amber.gaikowski@k12.sd.us)
- Website: **ag052.k12.sd.us**
  - o Assignments, notes, lots of examples and several resources will be on this website for you to use.
- Remember to bring your book, notebook, pencil and calculator with you when you come to class. You will not be allowed to leave the room to get things you may have forgotten. **A textbook will be lent to you for your agenda.**

**\*\*REMEMBER: I don't "give" you a grade; you EARN it.\*\***