**Ms. Branch’s General Classroom Policies and Procedures**

**Algebra 1 / Geometry**

Welcome to what I promise will be an exciting and enlightening year! I hope that you will all complete this course with an understanding of and an appreciation for the usefulness of math. This document is an overview of how our class will run, and contains important information that will help us all reach our goals this year.

**Materials**

Please bring the following items with you to class ***every day:***

* Textbook
* Spiral notebook (you may need several of these)
* Graph paper
* Pencils and a good eraser – work completed in pen will not be accepted for credit
* Red ink pen (or any color other than black or blue) for corrections
* Expo dry erase markers (black or blue only)
* Scientific calculator

Rulers, colored pencils, protractors and compasses (Geometry only), and other materials are optional as I have a small supply of these available for in-class use when needed. You may, however, want these materials for use at home. All class notes and homework assignments will be done in the spiral notebook, so it is mandatory that you bring one with you every day!!

**Homework and Participation**

Homework will be assigned every day and reviewed in class the following day as needed. Homework will be graded daily based on effort and completeness, not accuracy, and is worth 10 points per day. Completeness means that the original problem is written and ***all work is shown for every problem when required.*** Trial and error is one of the most important methods used to learn math. ***It is important that you attempt every problem assigned!*** ***Regular completion of homework and strong performance on tests and quizzes are essential to success in this class.*** An additional 5 points is earned each day by participating fully in all class activities, taking notes and completing the daily warm up in your spiral notebook.

**Tests and Quizzes**

There will be a test, quiz, or other form of assessment at least once every two weeks. These will be based on the material covered in class, homework, and class notes. Your spiral notebook will be a valuable resource in helping you study and prepare for tests.

**Grading**

Your grade for this class will be divided into two categories as follows:

**80% - Tests/Quizzes/Other Assessments; 20% - Homework/Class work/Participation**

Letter grades will be calculated and issued according to a standard 100-percentage point scale (90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; 59% or below = F). Extra credit may be offered at my discretion but cannot be used to replace missing homework.

**General Classroom Rules/Behavior Policy**

Be Polite – respect yourself, your peers, and the learning environment; ask for permission to leave seat

Be Prompt – attend class regularly and on-time with all assignments completed

Be Prepared – have all materials and homework and make sure your cell phone is turned off and put away

Be Productive – participate in all class discussions and limit the amount of time you are out of class

Be Positive – maintain a “can do” attitude and respect your abilities and the abilities of others

There is a ***ZERO TOLERANCE*** cell phone policy!! Phones are ***NOT*** to be out during class!! First violation of any of the above rules will result in a student conference and/or warning. Second violations will result in a parent contact and a fifteen minute teacher detention. Further violations will be referred to your vice principal for disciplinary action as appropriate.

**Absences and Tardies**

You are expected to attend class daily on time. Parents will be contacted for any student with excessive absences or tardies. The school tardy policy is outlined in the student handbook and will be fully enforced.

**Make-up / Late Work Policy**

Homework is due the class period after it is assigned. Late homework will not be accepted except in the event of an excused absence. You will have an equal number of days to make-up any missed homework, test or quiz as your excused absence. It is the student’s responsibility to get their missing assignments and to schedule make-up tests and quizzes with the teacher. Any missed work not made up within the appropriate timeframe will be given zero credit.

**Teacher Contact Information**

Please feel free to contact me at any time with any questions or concerns about the class.

Email: [branchk@mdusd.org](mailto:branchk@mdusd.org)