



# CLASSROOM GUIDELINES FOR MRS. WHEAT'S PRE-ALGEBRA CLASS

Poplar Bluff Junior High  
2009 - 2010

**Welcome to Pre-Algebra & Team 4!!** I look forward to working with each of you this year. Learning math can be a very enjoyable and exciting experience. To enhance this learning process, there are a few guidelines students should follow, and this is a general guideline or syllabus for this class.

## WHAT WILL I LEARN IN PRE-ALGEBRA THIS YEAR?

We will be using the Prentice Hall Pre-Algebra book and will cover the lessons in chronological order. Here are a few of the objectives that we will cover this year:

- Algebraic Expressions and Integers
- Solving One-Step Equations & Inequalities
- Decimals and Equations
- Factors, Fractions, and Exponents
- Operations With Fractions
- Ratios, Proportions, and Percents
- Solving Equations and Inequalities
- Linear Functions and Graphing
- Spatial Thinking (3D Shapes)
- Area and Volume
- Right Triangles in Algebra
- Data Analysis and Probability

## WHAT NEEDS TO BE BROUGHT TO CLASS EVERYDAY?

1. Paper for notes and homework
2. Pencils (since **ALL** work should be completed in pencil)
3. Pens (for grading **ONLY**)
4. 3-ring notebook (at least 1 inch or a binder (not one with prongs or brads))
5. 4 dividers for the notebook
6. Reinforcements (for students to use to keep papers in notebook)
7. Casio fx-300MS or any scientific calculator (about \$10-\$15 at discount stores).
8. Agenda (you are expected to write down all math assignments).

## HOW DO I SETUP MY MATH NOTEBOOK?

Notebook materials and supplies should be brought to class no later than the first Thursday after school starts and brought to class every school day thereafter.

The dividers should be labeled as: Math Guidelines & Other Info., Math Notes, Math Homework, and Math Study Guides/Quizzes/Tests and organized as follows:

Divider 1: <b>Math Guidelines &amp; Other Info.</b> Classroom Guidelines (Keep ALL year.) Other Handouts	Divider 3: <b>Math Homework</b> Daily Homework Assignments (in date order & labeled correctly).
Divider 2: <b>Math Notes</b> Notes written in class (in date order & labeled with lesson numbers).	Divider 4: <b>Math Study Guides/Quizzes/Tests</b> Study Guides, Quizzes, & Tests (in date order).

The notebook is designed to be an in-class project. All notes, homework, study guides, quizzes and tests should be placed in the appropriate section of the notebook, daily, in the order in which we do them. Notebooks tests will be given each quarter. Therefore, it is very important that you label your notes and each assignment with the correct lesson numbers.

## HOW AM I GRADED IN MATH CLASS?

### a. 20% Homework/Independent Assignments

Homework counts as 20% of the quarter grade and is practice for the tests. Therefore, it is **VERY** important that the assignments be completed, turned in on time, and questions asked concerning any items that are not understood. Homework and its due dates will be posted on the web at <http://fp.semo.net/erichris/math/welcome.htm> and on the assignment board posted in the classroom.

**Be honest.** You are expected to complete all homework in an honest manner and turn it in on time. Lying and cheating will only cause more trouble. Students who are cheating will receive a zero (0) on work collected. Additional disciplinary action MIGHT also be imposed.

#### Late Work Policy:

i. Students are allowed **2 "late papers"** a **quarter**, in which **20% of the grade received will be taken off the final score** (late papers are due the next school day to receive credit). Late papers only apply to regular homework. They **CANNOT** be used for **STUDY GUIDES OR PROJECTS**.

ii. There will be very few, if any, exceptions to the above rule! Always turn your work in on time.

### b. 80% Tests, Quizzes, Notebook Test Grades, and Conduct

Tests, quizzes, notebook test grades, and conduct will count as the other 80%. Each quarter, every student will receive **100 points for conduct**. **For each demerit you receive, you lose 1 point off this grade.** This grade will be averaged into your test grade average.

After each **test** is graded, it will be sent home to be signed by a parent/guardian. If a student returns the signed test with a **LEGIBLE** signature to class **the day after** it is sent home, **5 TEST bonus points** will be awarded.

**Notebook tests** be given each quarter and will count as a regular **test grade**. **YOU** are responsible for keeping your notebook in order so that you can use it on this test.

## WHAT ARE THE CLASS RULES?

- All student handbook rules will be enforced in this class.
- As per the handbook, tardies to class are counted on a semester basis. Each student will be allowed two tardies per class per semester. The third and all following tardies will be referred to the office.
- **ALL** electronic devices are prohibited in class. This includes cell phones, MP3 players, IPODS, etc. If found, they will be sent to the office with an Office Referral (as per the handbook).
- Dress in an appropriate manner as outlined in the student handbook.
- Unless it is an emergency, use your hall pass **AFTER** the lesson has been taught.
- Please do not enter the classroom until everyone in the last class has left the room.
- Remember that I dismiss you – not the bells.
- **Labeling papers** - If papers are not labeled with your **name, date, assignment, and hour**, then points will be deducted as follows (if it is a worksheet, then your name, date, and hour should be on it). If any assignments are worked in **PEN**, then these points will be also be deducted.

Points Possible	Points to Subtract
1-19	1
20-29	2
30-39	3
40-49	4
50-59	5

Points Possible	Points to Subtract
60-69	6
70-79	7
80-89	8
90-99	9
100-110	10

## WHAT KIND OF BEHAVIOR CAUSES DEMERITS?

The following is a list of infractions that will receive demerits (this list is subject to change and only serves as a general guideline).

- ✓ Not having supplies **EVERYDAY** (pencils, pens, paper, notebook, agenda, etc.),
- ✓ Not being in seat and ready to work,
- ✓ Once you enter the classroom, a demerit will be given if you leave the room for any reason (even if it is before the tardy bell). This means that you are take out what supplies that are needed for math class in the hall **BEFORE** you enter the classroom.
- ✓ Inappropriate behavior (this includes not keeping your hands to yourself),
- ✓ Vulgar, inappropriate language, rude gestures, teasing and put downs will **NOT** be tolerated. Saying **SHUT UP** will **NOT** be allowed.
- ✓ Being disrespectful to the teacher and other students (You are expected to treat **EVERYONE** in a **respectful** manner.).
- ✓ Wasting time (being off task),
- ✓ Not following instructions,
- ✓ Scoring violations,
- ✓ Students will be expected to **NOT** talk in class without permission, and only one person is to talk at a time. Please raise your hand to ask or answer a question.
- ✓ Out of seat without permission (To keep class disruptions to a minimum, only one person should be on the floor at a time and only with permission.),
- ✓ Going to the trash can is allowed **ONLY** as you enter or leave the room,
- ✓ Throwing things across the room is not allowed,
- ✓ Walking behind my desk is prohibited (walk around),
- ✓ Defacing school property (including desks, books, calculators, walls, and bulletin boards),
- ✓ Bringing backpacks into the classroom (please hang these on the hooks in the hall **BEFORE** walking into the classroom),
- ✓ Borrowing supplies from other students or the teacher,
- ✓ Having to sharpen your pencil during teaching time (keep two on your desk at all times),
- ✓ Writing or passing notes,
- ✓ The first priority for math class is math, so no other subject is to be worked on or it will be taken up and a demerit issued. This also means reading while going over homework, grading homework, lectures, or when you should be working on math that has been assigned.
- ✓ Brushing hair or applying makeup is not allowed (I do NOT want to see any combs, brushes, or makeup or I WILL take them up if seen.),
- ✓ Spraying any type of perfume, cologne, or sprays is not allowed (due to allergies),
- ✓ **Gum, food, or drinks** are NOT allowed in this class (unless you are using one of your Reward Coupons for a drink),
- ✓ Any type of behavior that disrupts learning.

## WHAT HAPPENS IF I BREAK THE RULES? (NEGATIVE)

***Demerits accumulate per week.*** If you receive **4 or more demerits a week**, you will receive a **detention** for that week or after you receive 2 detentions per semester, an Office Referral will be given instead. **Any extreme behavior problem will warrant an automatic detention or office referral (depending on the situation).**

## WHAT HAPPENS IF I FOLLOW THE RULES? (POSITIVE)

- Enhances your learning experience,
- Encourages positive characteristics in yourself,
- Promotes better grades and better understanding,
- Praise,
- Free time (at the end of the hour)
- Reward Coupons,
  - **Every** week, Reward Coupons will be given to each individual student who has not received any demerits or had **NO** missing assignments during this time period in math class (they are to be used in math class only). They can be used to buy a soda or water, restroom pass, drink pass, or for tardies. These CANNOT be redeemed on test days.
- **Team 4 field trip to St. Louis in the spring.**
  - Criteria for attending the Team 4 field trip:
    - ◆ No more than **2 semester F's**
    - ◆ No more than **2 Office Referrals**
    - ◆ Cannot violate the **school attendance policy** (Five unverified absences per semester)
    - ◆ **NO** suspensions

## WHY IS GOOD ATTENDANCE IMPORTANT?

- a. Poor attendance can result in poor grades. Students who are absent should put forth the extra effort to read the assignment, carefully looking over all examples in the book prior to asking for help on the lesson.
- b. When you return after being absent, copy the assignment from the assignment board, work the problems, and give to me to grade.
- c. Students have a day for each absence to make-up absent work. If not made up, the student will receive a 0 (zero) for that homework grade. I enforce the rules in the student handbook, so please read those.
- d. Homework assigned during a planned absence (including club/class meetings and field trips) is due the day you return to class or a 0 (zero) will be given. **NO EXCUSES PLEASE!**
- e. If you are absent on a test day, you are expected to make up the test the next day you are back in school. Make-up tests can be taken during class time, homeroom, advisory, or before school. If a student opts to take the test during class time, he/she is responsible for having the assignment that is due the following day.

Being responsible is a character trait that is very important for learning. Be an active participant in class discussions so that you will better understand the material. You are expected to take the initiative to seek help when you do not understand the material. If you have questions that were not answered in class, I am available for help in the mornings, when I do not have duty. **FREE** tutoring is available in any subject before and after school. Simply fill out and return a tutoring contract that you can obtain from your counselor.

***Thank you in advance for making this a great year!!!***

*Mrs. Wheat*