*Mrs. Hansen*

*Algebra 1/ Geometry*

*Classroom Procedures*

***Entering the Classroom:***

Students should enter the classroom quietly and in an orderly manner. All phones will be placed in the organizer that is hanging on the wall while the students are in the classroom.

***Tardy for Class:***

A student who is tardy to class will be recorded as so on the daily role. Three tardies will result in a detention.

***Paper/Pencil/Textbook:***

Every student should bring to class daily a pencil and notebook paper.

***How To Find Out What the Daily Assignments Are:***

A weekly schedule of assignments will be found at the front of the classroom on the bulletin board. Assignments can also be obtained by visiting the school website. My page will provide a link for the classroom schedule where you will also be able to print out any worksheets, reviews, or study guides that a student may need.

***Turning in Assignments:***

Most all assignments will be graded in class by each student the following day from the when it was assigned. The assignments will then be turned in to the teacher after they have been graded. Every student should be well aware of what their daily grades on their assignments are.

***Returning Assignments to Students:***

Once the graded papers have been recorded, they will be filed into the appropriate classroom trays that are located on the counter. Each student is responsible for retrieving their own papers from their classroom tray if they desire to have them back. The papers will be discarded from the trays at the end of each chapter.

***Testing:***

A chapter test will be given at the end of each chapter. There will also be a “Benchmark” test given at the end of each quarter. The students will be shown their tests and allowed to ask any questions that they may have before the tests are returned to the teacher. Tests will be kept on file throughout the year. Each test will inform the student of their test grade and their total overall grade in the class at that time. ***All students may retake any test that they wish and the higher of the two grades will be taken. Retaking tests may be done before school during tutoring or during some other class time other than their math hour.***

***Grades:***

Grades for all high school math classes will be figured the same. 70% of a student’s overall grade will be from test scores and the remaining 30% will come from homework scores.

***Finding Out Grade Status:***

Grades will be provided after each chapter test. All students can check their grade at any time in any class by logging onto their gradebook on the school website. Login information may be obtained from the school librarian if they do not have it.

***Student Responsibilities after an Absence:***

When a student is absent, it is their responsibility to obtain the information they need. Assignments are listed on the bulletin board, on the school website, and can be obtained by asking a classmate. If you need a worksheet, please ask.

***Late, Missing, or Incomplete Assignments:***

Late or missing work is only accepted if the student was absent from school. If a student is going to be absent for a club or sports activity, the student is responsible for getting that assignment **BEFORE** they are absent for the activity. The assignment is then due on the day that the student returns to school.

***Communication Procedures with Parents/Families:***

Parents and guardians can contact me through the school website or email me directly:

chris.hansen@sequoyaheagles.net

***Ending Class:***

Students are to work until the bell for the end of class rings or until they are completely finished with their work. Phones cannot be retrieved from the organizer until after the bell has rung. Each student is expected to clean the area around their desk leaving no trash behind. The teacher will dismiss the classroom not the bell.

***Consequences for Classroom Rule Violations:***

* Having a cellphone in your possession during class will result in the phone being taken to the office and it will not be returned until the end of the school day. On the second offense, a parent will have to come to school to receive the phone from Mr. Berg. Cell phones are **not tolerated** in this classroom.
* Discipline offenses can result in a detention (before or after school), cafeteria duty (during lunch), or being sent to the office to visit with Mr. Berg about their behavior.
* Dress code violations will be sent to the office for Mr. Berg to deal with.

***Tutoring/Extra Assistance:***

Tutoring is offered in my classroom every morning from 7:30 am – 8:20 am. There is no charge for tutoring. If you need help, come and get it. Don’t wait until you are so far behind that it will be difficult to get caught up. This is not a time and place to come and sit and talk, that is what the cafeteria is for. A student may also use this time to retake any test that they wish.

**Classroom Rules**

*No profanity, bullying, rudeness or teasing.*

*Keep hands, feet and objects to yourself.*

*If it’s not yours, leave it alone.*

*No food, candy or drinks – Gum only.*

*No cell phones.*

***Treat others the way you would like to be treated.***

*Supplies:*

*1st – 2nd Hour A Box of Kleenexes*

*3rd - 4th Hour A Box of Pencils*

*6th – 7th Hour A Package of Notebook Filler Paper*