

# Mr. F's Classroom Procedures

## Keeping Track of Time

In this class, we track weeks of the semester with numbers and days of the week with letters. It's a very easy system to learn and helps us all remember when important grading periods end. Mondays are **A**, Tuesdays are **B**, and so forth; the Thursday on the second week of school, then, would be Day 2D, for example. Trust me when I say that you should maintain an assignment sheet.

Every Monday, the entire week's assignments will be listed on the whiteboard at the East wall of P-9. Previous weeks' assignments will be available on the class website. This way you can always keep track of assignments missed. If you are absent, I expect all missed work to be handed in the day you return (this should be easy because you'll have the week's assignments already).

## Homework

Every day's assignment should have your name and the day number (as listed above) in the top-right corner of the page. That way you can always blame me for mistakes made in recording your grades. :P

- Please turn in your homework to the file folder with your name on it. If it is not turned in on time or is not in the correct folder, don't expect to receive credit. That's your responsibility.
- Every time you hand in an assignment, please remove any other papers from your folder. If you don't, anything else you put in will not be graded.
- Your homework will receive a grade of 0, 1, or 2. When you've honestly attempted all problems, you will get a 2. Any time you attempt some, but fewer than all problems, you will get a 1; when you do nothing or attempt nothing, you get 0.
- Homework needs to be legible and neat. I *will not grade* anything with torn bits from a spiral notebook or the like (homework should be on loose-leaf paper and **not** torn from a notebook).

## Note-Taking

I expect everyone to keep a notebook. This should be a 250-page, spiral-bound notebook so the pages don't get lost.

- Notebooks will be checked every time you take a chapter test (pile them on the check table) and occasionally by surprise.
- Number every day of notes (Day 3C, etc). If you have every day's notes in your notebook when you take your test, you are automatically safe from receiving an F grade on the test, no matter how you do. Thus, if you take good notes, you **cannot fail** a chapter test.
- *Anything* I write on the board during class belongs in your notes. Anything I say which is relevant to the material also belongs in your notes.
- Notebooks that are incomplete do not qualify for F insurance, but will still be graded fairly and will help your notebook score. An incomplete notebook is **much** better than no notebook at all. Don't forget to bring your notebook every day.
- I recommend that you take notes in pencil and have at least one more color of pencil available. I have pencils and highlighters for \$0.25 each (they help you keep your notes clear in case you want to study them).
- If you catch me making a mistake on the board at any time, mention it for extra credit. I make plenty of mistakes. So will you. Get over it; we're human. You cannot afford to be afraid of making mistakes.

## Tests and Quizzes

We will have a test at the end of every chapter of our textbook. You probably already know the rules:

- Please avoid talking or looking at other people's papers while anyone has a test out (even if you've already turned yours in; you may NOT carry a pencil with you to turn in your test).
- Take tests in pencil only. All will be multiple-choice.
- Unless I say otherwise, you may not use calculators, notes, or classmates on tests. Cell phones or cameras of any kind will be confiscated and your grade will be *severely* decreased.

## Entering and Leaving Class

There are some simple rules, many of which are school-wide, for entering and leaving class.

- If you are not in your seat *with materials out* when the bell rings, you are tardy.
- Everyone must be in their seats and silent when the bell rings or else nobody will be dismissed. Please do not pack up any earlier than three minutes before the bell.
- According to school rules, mobile phones, two-ways, or pagers may not distract you at any time during class. If I catch you using any such device during class, I am required by school rules to confiscate it.