

Table of Contents: Reference Sheets & Handouts

	Date	Topic
1	8/25	Class Procedures (Ver. 21) BLI
2	8/25	Class Procedures (Ver. 21)
3	8/26	Mathematics Notebook Specifications (Ver. 21)
4	8/26	Grading Homework (Ver.21)
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		

Use for Notes, Journals and References.

CLASS PROCEDURES (Ver 21) RLI

4-4
#27
Conde, Robert
August 23, 2020
#1: Class Procedures (RLI)
Buddy: Steven D.

RC1. NO: SMARTPHONES, HATS, HEADPHONES, or VIDEOGAMES should not be used during class time.

RC2. DRESS CODE

Students must dress in accordance with the Doral Academy dress code.

RC3. EXCESSIVE ABSENCES Students accumulating 10 or more hours of unexcused absences may have grades or credit withheld. Submit excuses to the school website at: <https://secure.educationalnetworks.net/apps/s/index.jsp?ech=www.doralacademyprep.org&f=20107>.
NOTE: Leaving class early is UNEXCUSED until proper documentation is submitted.

RC4. NO PASSES FROM CLASS WILL BE ISSUED. You are expected to be visible for the entire class period.

RC5. YOUR FACE MUST BE VISIBLE AT ALL TIMES DURING CLASS.
Arrange with the school if you need a camera that works.

RC6. YOUR NOTEBOOK AND TEXTBOOK SHOULD BE OPEN (and visible) ON YOUR DESK.

RC7. FORMAT FOR INFORMATION HEADER FOR ALL ASSIGNMENTS

In order to receive proper credit, all assignments must have a header in the top right hand corner of every assignment with the following information. Period-School (1-3029,2-6030,3-7009,4-7020), Class ID (assigned in class), name, date, ALL information from the Gradebook (including the assignment number) and your Buddy's name. Papers without complete headers will not receive credit. Incomplete header means automatic 5-10 pt deduction!

Put your header on the top of THIS page right now.

3-1
#18
Rivero, John
August 20, 2018
#1:Class Procedures
Buddy: Joe S.

FILE HEADER: 3118RIVERO_JOHN_1_CLASS PROCEDURES

RC8. SUPPLIES

Each student MUST bring all necessary supplies to class each day. Required supplies include: A 3-ring binder, pencil case, paper, pen/pencil, calculator(math), and a COVERED textbook. A three-hole punch is also very useful. There will be periodic checks of these items.

RC9. FORMS

Many forms for class are available at <http://www.springsoft.com/downloads.htm>

RC10. TEXT BOOK

Each student will fill out a STUDENT INFORMATION SHEET (SIS) and then be issued a textbook. Students will be charged for excessive wear or lost textbooks. Students returning textbooks with missing, damaged or incorrect ID labels will be charged the full price of the book. BE SURE to exchange returned textbooks for the SIS when exiting the class to prevent lost textbook charges.

RC11. NOTEBOOK (THIS IS IMPORTANT)

A complete notebook is a very important part of each student's grade. See notebook guidelines.

CLASS PROCEDURES (Ver 21)

1. NO: SMARTPHONES, HATS, HEADPHONES, or VIDEOGAMES.

According to school policy, these items WILL be confiscated. **NO VISIBLE** or **AUDIBLE** devices, earphones or **WIRES**. All such devices will be confiscated, on sight, pending a parental conference. **No WARNINGS**

4-4
#27
Conde, Robert
August 23, 2020
#1: Class Procedures
Buddy: Steven D.



2. DRESS CODE

Students must dress in accordance with the Doral Academy dress code.

3. EXCESSIVE ABSENCES Students accumulating 10 or more hours of unexcused absences may have grades or credit withheld. Get a note from the office to excuse absences. **NOTE: Leaving school early is UNEXCUSED until proper documentation is submitted.**

4. NO PASSES FROM CLASS WILL BE ISSUED.

Each student will have TWO (2) emergency passes per semester. Please use these passes ONLY in extreme emergencies because you will not get any more. Students with medical problems should bring a medical excuse.

5. BE IN YOUR ASSIGNED SEAT BEFORE THE BELL RINGS.

The classroom door will be closed at the bell.

6. DO NOT THROW ANY OBJECTS IN THE CLASSROOM

This will be an automatic conduct cut. **NO WARNINGS.**

7. FORMAT FOR INFORMATION HEADER FOR ALL ASSIGNMENTS

In order to receive proper credit, all assignments must have a header in the top right hand corner of every assignment with the following information. Period-School (1-3029,2-6030,3-7009,4-7020), Class ID (assigned in class), name, date, ALL information from the Gradebook (including the assignment number) and your Buddy's name. Papers without complete headers will not receive credit. **Incomplete header means automatic 5-10 pt deduction!**

Put your header on the top of THIS page right now.

3-1
#18
Rivero, John
August 20, 2018
#1: Class Procedures
Buddy: Joe S.



8. SUPPLIES

Each student MUST bring all necessary supplies to class each day. Required supplies include: A 3-ring binder, pencil case, paper, pen/pencil, calculator(math), and a COVERED textbook. A three-hole punch is also very useful. There will be periodic checks of these items.

9. FORMS

Many forms for class are available at <http://www.springsoft.com/downloads.htm>

10. TEXT BOOK

Each student will fill out a STUDENT INFORMATION SHEET (SIS) and then be issued a textbook. Students will be charged for excessive wear or lost textbooks. Students returning textbooks with missing, damaged or incorrect ID labels will be charged the full price of the book. **BE SURE** to exchange returned textbooks for the SIS when exiting the class to prevent lost textbook charges.

#2
8/25

Mathematics Notebook Specifications (Version 21)

Each student will maintain a Notebook. The Notebook must be brought to class each day. It will be collected **EACH** marking period in the week prior to the final grade. Additional "spot checks" will occur at the teacher's discretion. The notebook is an important part of your grade. **YOU MUST have a new grading sheet for EACH marking period. A setup grade is required for all gradings.** Always check for "Common Mistakes" before submitting a notebook.

Cover, Supplies and Scoring Sheet AND Submission Date– 5%

The folder should be a hardcover 3-ring binder in good condition. The course name, and the student's header information should be clearly displayed on the front cover. It is best to get a folder with a clear plastic sleeve on the cover, otherwise write this information clearly on a attached label or in a contrasting color.

Each notebook should have a place to store pencils, pens, erasers and other supplies.

The scoring sheet should be in the inside front pocket of the notebook. **BE SURE to put the submission date in the box at the top of the scoring column.**

Table of Contents – 15%

Notebooks without a Table of Contents WILL NOT be graded. All pages must be numbered and listed in the Table of Contents. You should number and date your pages as you place them in the book. There will be a separate page for each of the five sections. Journals and Notes should be created at the beginning of every marking period.

The following five sections are required and must be separated with labelled dividers. They **MUST** be in this order.

1. Classroom Notes - 30%

There must be an entry for **EACH DAY** of class. Included in each entry should be the date, **homework assignment(s), and a description of the day's activities**. If class consists of worksheets or computer work, use the note pages for your work. **ALL** Classroom notes pages must be "setup" at the beginning of each marking period. . Each page should have the date and the "day of the marking period" in the top, right corner clearly written in INK. **No crossouts, whiteouts or erasures**. Have a page for each day in the marking period. Organize them using the **Cornell** note-taking system. Each page should have a DATE and the DAY NUMBER. Get DAY NUMBERS from the calendar. Include the "OH, YEAH" page each week on the first day of class in that week. **ALL PAGES SHOULD BE THE SAME TYPE and SIZE.**

2. Journal – 20%

There must be a half-page journal entry for **EACH DAY**. The journal should be a record of your thoughts, problems and/or ideas. There is a list of suggested journal topics on the website. Topics can also be derived from the list of mathematical websites. Each page should have a DATE and the DAY NUMBER. Get DAY NUMBERS from the calendar. Remember, GOOD journals earn extra points. Journals must COVER the entire page, top to bottom, left to right. **JOURNALS must be in INK and be original work.** Journals for the previous week will be submitted every Monday with the signed Parent Viewer. Be sure to include the Parent Viewer scoring slip with your submission.

3. Homework - 10%

This section should include all homework. When an assignment is returned write a PAGE NUMBER and the date returned on the bottom right corner of the first page. Record the assignment on the Homework Table of Contents page. See details on submitting homework. (Homework should always be "pre-graded" before submission.)

4. Test, Quizzes and Classwork - 10%

This section should include all graded tests and quizzes and any work done in class. When you receive a graded assignment put the PAGE NUMBER and the date returned on the bottom right side of the first page. Record the assignment in the appropriate Table of Contents. **This number is the major cause of lowered grades. Do it CORRECTLY!**

5. Reference Sheets and Handouts - 10%

When receiving a reference sheet or handout, write a PAGE NUMBER and the date received on the bottom right corner of the first page. Enter this sheet in the Table of Contents

Overall Impression

The teacher may adjust the final grade here depending on the overall impression of the notebook.

Extra Credit-Include any extra credit assignments here. (Optional)

#3
8/26

Grading Homework (ver 21)

The purpose of homework is for students to practice and identify strengths and weaknesses. It is the student's responsibility to do and check homework. You are responsible for all information from both class AND homework. "A" students should also do additional problems from the book even when they are not assigned. Tests cover ALL information in the book so make sure you do as much of the homework as you possible can before each test.

3-1
#18
Rivero, John
August 20, 2018
#1:Class Procedures
Buddy: Joe S.

Homework grade:

Homework is practice; therefore, homework will USUALLY be graded more leniently than tests or quizzes. Students need to make a complete effort to do all assigned work. It is likely, however, that there will be times that a student can't do a particular problem. In that case, turn in the following on or before the due date:

1. Copy the problem **completely**.
2. Make an attempt to do the problem, even if it turns out to be wrong. Submit all work, notes and attempts.
3. Leave enough space to take notes and/or complete the problem at a later date. **This later work will be done in an alternate color and will be graded at the end of each nine weeks!**

Student Grade:

Students should assign themselves a grade for each homework paper. Students should calculate a percentage correct for problems that they think that they have done correctly. This grade should be written at the top of the homework paper.

For example: The homework assignment consists of 10 problems. The student feels comfortable with 1-5, 8, 9. Since the student has answered 7 problems, they should write the numbers of the correct problems and the percentage at the top.

Homework grade: 70% Answered 1,2,3,4,5,8 and 9
Can't do: 6,7, and 10

FILE NAME: 3118rivero_johnHW10_70a7c3.jpg

LAST FIRST H###_%%%A#C#.FILE EXTENSION

#period #School ##Your number Last First HW ## Assignment Number %%Percentage ANumber Answerd CNumber Not Answered.

The teacher will collect the assignment and assign a grade based on the student's effort.

If the teacher feels that the assignment is a good faith effort, an "A" will usually be assigned. However, this grade can be lowered by any of the following:

1. Homework is significantly late
2. No student grade at the top of the page
3. Too many unfinished problems
4. Unfinished problems that haven't been copied and attempted.
5. No or incomplete HEADER.

In addition, problems that the student claims as correct will be randomly checked. Occasionally you may be asked to submit a particular homework problem in class. If a claimed problem is wrong, the grade may be lowered to an "F" or a Zero.

9-weeks Homework Grade:

A significant grade will be assigned at the end of each nine-week period. The entire set of homework will be examined for completeness. Keep all homework in your notebook. Make corrections and additions in an alternate color. All homework should be ready to submit without warning at the end of the grading period. Keep up with your homework.

~~Answer keys and Teacher's Edition are available for use during class to find solutions that are not in the text book.~~