

Classroom Procedures
Mr. McIntosh – Statistics

Be Safe - Be Responsible - Be Respectful

Welcome back to school. The following guidelines will be in effect in my classroom and will provide the student with the optimal opportunity to learn:

Attendance: The student is responsible for clearing all absences according to Chino Hills High School procedures. The student is responsible for obtaining any material missed while absent.

The teacher will dismiss the class; the bell does NOT dismiss class.

Behavior: Appropriate behavior helps to assure that everyone's rights are protected, especially the right to learn. Proper behavior is expected from each student

Improper behavior includes (but is not limited to):

- Tardy = not being in your seat and quiet when the bell rings
- Gum (CHHS is a zero tolerance no gum campus) - a student found chewing gum may be sent to ALC for the remainder of the period
- Not being prepared (such as not having book, **graph** paper, pencils, or completed homework) (all work is to be done on graph paper and in pencil)
- Talking or distracting others during class (we are not here for socializing)
- Littering the room (the room will be cleaned before class is dismissed)
- Eating or drinking in class (CHHS school policy)
- Inappropriate use of class time (We are here to learn math)

Assessments: Assessments (tests/quizzes) will constitute 75% of the semester grade. Formative assessments (quizzes) will be given periodically. Summative assessments will typically be given at least once each chapter. **Any student missing an assessment due to an excused absence must make-up the assessment immediately upon the student's return.** It is the student's responsibility to arrange time to make up the assessment. Any assessments not made up within one additional day of student's return will earn a grade of 0. **Following an absence, students returning to school on the day of an assessment must take the assessment that day. Absence is not an excuse to delay taking an assessment.**

Semester Finals: Term Final grades (district mandated exams) are counted as assessments in the overall grade. Semester and year-end finals when scheduled are not optional. Students missing a final due to absence, such as leaving school early, will earn a 0 for the final.

Calculators: **Phones, ipods, ipads, etc. may not be used as calculators.** Calculators are required during assessments but memory may be required to be cleared before any assessment. Students are recommended to use the TI-84+ family of calculators. Students using a graphing calculator may be required to display the RAM cleared screen before being issued any assessment. If a student has important information on a calculator that cannot be cleared, the student may wish to get a separate calculator for Mr. McIntosh's math class. There are some calculators available to check out from the library. I maintain a small number of spare calculators in my room that are not permitted to leave the room. Should the library run out of calculators and the student is unable to otherwise obtain a calculator, the student is encouraged to contact school administration.

I model the TI-84+ calculator. You may find the other scientific calculators at a lower cost but the teacher will not be familiar with the other brands so the student will be on her own. Students unable to purchase necessary materials should contact administration.

Homework: Homework/Classwork (HW/CW) will constitute 25% of the overall semester grade. **Completed classwork/homework will be submitted on GoogleClassroom.** Homework will be assigned for each text section/chapter. Homework is for the student's benefit and is vital to the learning process.

Students will be responsible for any homework/classwork missed due to absence. The student has the number of days absent to make up any missed homework/classwork. **Late homework/classwork will not be accepted.**

Electronics: Due to a significant increase in incidences of cheating, new electronic device policies will be instituted in Mr. McIntosh's classes. No electronic devices (other than approved calculators) are permitted in the classroom during an exam. **Students may not use the phone to take pictures of lecture notes, homework, classwork keys, or any other items.** During quizzes and tests students may be required to seal all cellphones within an envelope. The student may not be issued a test until the cellphone is secure. Should a student refuse to secure the cellphone, that student will not be issued the assessment. Should a student need to use a cellphone during a test, the test must be turned in and will be considered completed prior to the student using the phone. Should a student need to leave the room during a test, the secured phone must remain in the classroom. Any student caught in possession of an electronic device during an assessment other than the approved calculator will immediately earn a 0 for the assessment.

Grades: As per District policy, the grading scale for Mathematics will be as follows (lower bounds listed):

93 ----- A	88 ----- B	78 ----- C	60 ----- F
90 ----- A-	80 ----- B-	70 ----- C-	

Grades will be based on total points from all tests, quizzes, homework, and classwork. Tests and quizzes taken on an individual basis in class will contribute 75% of the grade; all other work will contribute 25% of the final grade. Only points are recorded. The instructor's grading philosophy is that grades should reflect only mastery of the subject material. **Thus no weight is given for participation, behavior, or attendance.** It is obvious that participation, behavior, and attendance affect performance.

Grades will be posted on Aeries. Grades will be updated following major assessments. Printouts of grades will be available on request but may take an extra day to provide. At the grading periods students earning a D or lower, and students completing less than 80% of the homework/classwork assignments will earn an N for Work Habits.

Extra Credit: Extra credit is not available. Grades cannot be purchased through the providing of classroom materials or doing projects in place of learning math.

Help: I am available every morning before school at 7:00. After school assistance is available **with minimal advanced notice.** I simply need an indication that the student wishes to come in for help. I do not wait to see if anyone will be coming in after school. Students are encouraged to come for help. Extra help is most effective when students have previously attempted the work

and are unsure of specific steps. I expect the student to have completed the homework and have specific questions when coming in for help.

Transfer Grades: Students transferring from one class to another will be given credit for all work (Assessments/Homework/Classwork) earned in the previous class without extra credit points. **Extra credit will NOT transfer.**

Progress: The Chino Hills High Math Department believes that student success is a result of collaboration between the school, the student, and parents. To help promote such collaboration; parents can be kept apprised of the student's progress by contacting Mr McIntosh via email or accessing Aeries online. Aeries online grades will report cumulative classwork and cumulative assessment grades. Aeries will be updated after each major assessment.

Recording: Any sound or video recording in the classroom must have prior permission from anyone being recorded, including the teacher. Surreptitious recording is illegal and inconsiderate.

Contact: The best way to contact me is via email. My email is ross_mcintosh@chino.k12.ca.us. I am able to respond to email much more quickly than by phone.

AP: The AP test is not mandatory but I encourage AP students to take the AP test, the worse that can happen is earning a 1.

Education Code Section 49011 (a) states: 'A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.'

It is not uncommon for success in a class to be negatively affected by a lack of understanding of what the teacher was expecting; how grades are determined, etc. Hopefully this syllabus will help explain my expectations and procedures.

Print and complete this last page of the syllabus and return to Mr McIntosh.

Student Name (Print) _____

Signatures: Student _____ Parent _____

Student's Email _____

Parent's Email _____