

## Pre-Algebra – CLASSROOM PROCEDURES

### Assignments:

- Do assignments in PENCIL. Any assignments done in pen will result as a zero.
- At the top of the paper, write your name, class period, and the assignment.  
example:     Chris Jones  
                    Period 3  
                    p.6 1-20
- Assignments will generally be graded at the end of each class period!
- In the event that you are gone, please place your make-up slip on my desk for your missing assignment list. Remember to turn in make-up work before test day. I will not accept missing work after we test over that material. After the test, any missing papers are worth zero.

### Tests & Quizzes:

- Tests are given at the end of each chapter and are worth 100 points each.
- Re-takes (tests only) are allowed only if you have a failing grade in the class. **You also need to have all the homework completed.** The highest grade you can earn on a re-take is a C- (72%).
- Tests and quizzes must be completed during the class period. You will not be allowed to finish a test or quiz later.
- Cheating on a test or quiz will result in a zero.
- Turn in tests and quizzes on top of my desk, not in the assignment trays.

## **Grading:**

- Average daily work counts 45% and tests count as 55% of your quarter grade.
- Homework assignments will be worth between 5 and 10 points. Points will be taken off for messy work, work not correctly done, work done in pen, late homework, etc. Remember all late homework has to be handed in when you come to class on test day, not after the test or later that day. After the test, it's worth zero.
- Each chapter test is generally worth 100 points.
- Quizzes will range between 10 – 50 points depending on how much material is covered.

## **Ask questions and get help if you need it:**

- I am available before school from 8:05 a.m. to 8:15 a.m., during 6th hour, and after school until 4:00 pm.
  - My email address is [amber.gaikowski@k12.sd.us](mailto:amber.gaikowski@k12.sd.us)
  - Website: [ag052.k12.sd.us](http://ag052.k12.sd.us)
- Remember to bring your book, notebook, pencil and calculator with you when you come to class. You will not be allowed to leave the room to get things you may have forgotten. **A textbook will be lent to you for your agenda.**

**\*\*REMEMBER: I don't "give" you a grade; you EARN it.**