

# Algebra 3-4

## *Policies + Procedures*

### Teacher Information

Mr. Manoj Kannokada

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847-626-2373

Office Hours: 1st period in room 1025

<https://sites.google.com/a/d219.org/mankan>

### Course Information

#### Materials

- **3-ring Binder/Folder:** You will keep all your note packets and additional handouts in this.
- **Notebook/Journal:** Your homework will be completed in this. The homework problems will be online from my website. Additionally, you will do your work/calculations for ascend math and STAR in your notebook.
- **Calculator:** You will need to bring a calculator to class every day. You do not need a graphing calculator for this course. You will **not** be allowed to use your phone as a calculator on test and quizzes. In class calculators will be provided but must be returned at the end of the period.
- **Electronic Devices:** You should bring your chromebook to class daily. We will utilize the class website or the online intervention program throughout the year.
- **Class Policies:** Everything we do in class will be based on the following rules: **take care of yourself, take care of each other, and take care of this space.** In general, we will adhere to the rules in the Student Handbook. The expectation is that you are in your seat when the bell rings and ready to learn. You are also expected to utilize the website to keep up with classwork if you are absent. If you are absent, it is your responsibility to make sure you understand what you have missed. Consequences(Natural) will be given for unexcused tardies and absences.
  - **Cell phones will need to be silenced and put away at the start of class. They may not be on your desks! Cell phones will not be used during ASCEND MATH or STAR. Cell Phones will be permitted according to teacher discretion. Failure to follow this will result in:**
    - **First Time - Asked to put phone away.**
    - **Second Time - Student will turn their phone into me for the period.**
    - **Third Time - Phone will be sent to Dean and they will enforce the school wide cell phone policy.**

**Grades:** There will be clear expectations and guidelines about what is required for success in this class that will become clear as the semester unfolds. In general, your grade will be based:

- **Tests(60%):** (STAR Assessments, Unit Tests, Ascend Assessments) - You will only get credit for STAR if you spend at least 20 minutes to complete and genuinely tried/took your time and used your notebook to work out problems.
- **In-class/Homework (35%):** You are required to complete in class activities as well as the homework outside of class. Stamps will be given for completed homework assignments. Stamps/Homework will be collected every two weeks.
- **Participation(5%):** If you are engaged on a daily basis you will receive credit for that period. Participation will be totaled every week.

**Extra Credit:** Every time you receive a best personal STAR score, you will receive extra credit towards your assessment grade.

**Extra Help:** I will gladly provide extra assistance before school or during my planning time. I ask that each student make an appointment with me if they need extra help. Of course, short conversations before school or immediately after class are always welcome and encouraged.

**Please remember the Viking Values:**

- **Be Respectful** - I will use language that deals with the learning target or activity, and paying attention. I will respect everyone in our classroom.
- **Be Responsible** - I will follow directions in class, and raise my hand if I have questions. When given appropriate time, I will complete all of my assignments and activities in class.
- **Be Ready to Learn** - I will use my electronic devices only when directed by the teacher. I will be attentive and be interactive during class activities, assignments, and lectures.

**I understand the policies and procedures for Algebra 3-4.**

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Printed student name & signature

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Date

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Printed parent/guardian name & signature

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Date