

Math _____
Period _____

Name _____

Date: 9/3/24

Ms. Keane's Classroom Procedures and Expectations

The following list of classroom procedures and expectations are put in place to ensure your safety and boost your learning experience!

Entering the Classroom

1. Enter the classroom quietly.
2. Take out your homework so that it is ready to be checked.
3. Write down your homework in your agenda & follow directions on the board
4. A pencil, your Chromebook and your math notebook must be brought to class each and every day. **Homework will be marked late if it is not in class upon arrival.**

Exiting the Classroom

All students must be seated prior to being dismissed from class. You will be dismissed by the teacher only.

Bathroom and Water Fountain

1. You must have been given permission to leave the classroom. It is up to you as a responsible student to choose an appropriate time to leave the classroom (e.g. not in the middle of instruction, but rather, during a time of independent work).
2. If it is necessary for you to leave during instruction, it is up to you to check with a peer to see what instructions or problems/examples you missed.

Group work

When we work in groups, your cooperation with and respect for group members is essential. If your attention is needed, the teacher will countdown or ring the bell. Please immediately stop what you are doing, raise your hand and listen. *** Any kind of disruptions or disrespect will prohibit you from working in the group and you will work independently.**

Absences

When you are absent from class, for whatever reason, you should:

1. Contact a classmate to see what you missed.
2. Check Google Classroom for additional resources that may be available.
3. **If you are absent from class due to a band, orchestra, or chorus lesson, you are still responsible to complete the homework due the next day.** You may contact a friend, or schedule a time to come in for extra help the next morning.
4. For absences due to illness, you have as many days as you were absent to make up work for full credit. Come in for extra help if you are confused on lessons you missed.
5. If you are absent only on the day of a quiz or test, be prepared to make it up **the day you return**, unless we spoke.

Grading Policies - please read carefully

- Homework is usually given every day. **Homework is practice and is not graded for correctness.** A homework rubric will be provided so you understand what is expected to earn the maximum amount of points. *Occasionally, homework may be collected and graded for effort/accuracy.*
- There will be a test or quiz approximately every week.
- Quizzes are usually 25-30 points, and THERE ARE NO RETAKES.
- Quests/Quarterly Cumulatives are usually 60-80 points, and THERE ARE NO RETAKES.
- Tests are 100 points. You may retake ONE TEST per quarter IF YOU RECEIVE A GRADE BELOW 60. These scores are then averaged together.
- Always maintain academic honesty. Plagiarism and cheating are unacceptable and will result in a 0% for that assignment.

*****Assignments containing only answers but no work will receive an automatic zero, regardless of correctness*****

Extra Help

Extra help is Tuesday & Thursday mornings at 7:30.. **You must bring specific questions/topics to extra help and let me know in advance that you are coming in.** We will go over homework in class, so homework questions should be asked during class time for the benefit of everyone (you will have time to ask your questions in groups or with Ms. Keane).

If you are struggling with a topic, *seek help sooner rather than later!* Do not wait until the day before or morning of a test/quiz to get help.

Behavioral Expectations

Behavior in this class is based on one word: RESPECT. Every person in this classroom is asked to respect the environment, others, and themselves.

Consequences

Should students break any of the class rules, expect one or more of the following to occur:

Warning Conversation: Student will be spoken to by the teacher about what happened and how to correct this behavior.

Phone call home: Parents will be contacted. The teacher and parents will discuss the best way to deal with the infraction both at home and in school.

Office referral/parent conference: One or both of these may occur if the student repeatedly breaks the rules.

(tear here)

Please sign with your parent/guardian below and turn it in at school to Ms. Keane. **Cut off this part of the sheet** and keep the rest of the packet for your own reference.

I understand and will follow the procedures and expectations in Ms. Keane's class.

Student Name: _____

Class Period: _____

Student Signature: _____

Date: _____

I have read through and discussed the procedures and expectations in Ms. Keane's class with my child. My child and I understand what is expected this school year. Email mkeane@summit.k12.nj.us with any questions.

Parent/Guardian Signature: _____

Parent/Guardian Email: _____

Date: _____

Homework Grading Rubric

Point Value	Criteria
3	<p>Contains ALL of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All problems copied from online assignment when appropriate <input type="checkbox"/> All problems completed (shows that attempts were made) <input type="checkbox"/> Detailed work shown for each problem <input type="checkbox"/> Heading, date & all problems are numbered <input type="checkbox"/> Neat/legible <input type="checkbox"/> Assignment is completed in pencil <input type="checkbox"/> Quizizz assignment is completed with at least 75% accuracy
2	<ul style="list-style-type: none"> <input type="checkbox"/> Some problems not copied where necessary <input type="checkbox"/> Some problems missing or incomplete ($\geq 80\%$ complete) <input type="checkbox"/> Lack of effort is evident <input type="checkbox"/> Work shown for most problems <input type="checkbox"/> Heading is incomplete <input type="checkbox"/> Assignment is completed in pencil
1	<ul style="list-style-type: none"> <input type="checkbox"/> Many missing or incomplete problems ($<80\%$ complete) <input type="checkbox"/> Poor effort <input type="checkbox"/> Work not shown <input type="checkbox"/> Illegible <input type="checkbox"/> Heading is incomplete or missing <input type="checkbox"/> Assignment is not completed in pencil
0	<p>***Assignments containing only answers but no work will receive an automatic zero, regardless of correctness***</p> <ul style="list-style-type: none"> <input type="checkbox"/> Very few or no problems completed <input type="checkbox"/> No effort shown <input type="checkbox"/> No work shown (on separate paper for worksheets) <input type="checkbox"/> Illegible <input type="checkbox"/> Heading is missing <input type="checkbox"/> Assignment is not completed in pencil <input type="checkbox"/> Quizizz was not reattempted for 75% accuracy

*****LATE HOMEWORK: During the FIRST MARKING PERIOD ONLY, late homework will be accepted 1 day after it is due for a maximum of 2 points, but must meet all the criteria for a 3 point homework. After MP 1, homework must be shown the day it is due for credit or it is a 0.*****