



Atascocita High School Math Policies and Procedures

PHILOSOPHY: Learning takes place in a classroom environment that is safe and structured for students to feel confident to engage in meaningful activities to help them discover, grow, and obtain knowledge for academic success!

CLASS CONDUCT and EXPECTATIONS:

- Students must Be Respectful, Be Responsible, Be Ready
 - Respect the teacher and your classmates.
 - Refrain from eating and drinking in the classroom.
 - Do not interrupt lecture or class discussion with irrelevant side conversations or talking out of turn.
 - Do not write on desks, calculators, or textbooks as you may be liable for damage to school property.
 - Restroom privileges are given at teacher discretion.
 - At the end of the period, remain in your seat until the bell rings.
 - Give your best every day and expect to succeed.

BEGINNING OF CLASS EXPECTATIONS:

- When students walk in, they are expected to:
 - Have school ID and in dress code.
 - Silence and put away smartphones or other electronic devices until teacher allows it for lesson or classwork.
 - Pick up any sheets on small table by the door or from teacher for warm up and/or assignment.
 - Sit in their seat assigned seat and get out their materials (including any homework)
 - Be prepared to work when bell rings
 - Read the screen and begin the warm up of the day.

END OF CLASS EXPECTATIONS:

- Student must turn off and leave calculators on the desk(Algebra 2 class)
- Students must turn off and turn in calculators to the teacher in container. (Strategic Math)
- Students are NOT allowed to leave class with a calculator without consent of the teacher to determine whether it will be permissible.
- Students will remain in their seats until released by the teacher at the ringing of the bell.

LESSON EXPECTATIONS:

- All students are required to participate actively in the lesson or activity.
- Students are responsible to keep up with material in a binder or notebook to use for future lessons.
- Students are required to respect the handling of calculators and are NOT allowed to remove batteries. Calculator will be replaced at discretion of teacher if low on battery.
- Students may not use smart phones or any electronic devices during class unless teacher permits it as part of the lesson or classwork.
- Students will follow all teacher instructions and rules for using electronic devices in the classroom. A referral will be given for serious or continuous electronic device violations.

LATE WORK

- The District Late Work Policy will be followed in my class (20 points off each day)
- It is important that you complete work on your own and turn it in on time (**when called for in the beginning of class.**) Assignments are important for learning, or emphasizing important material, and grades on quizzes and tests will most likely reflect your efforts.

MAKE-UP WORK

- **Students are responsible for getting all make-up work**, including notes, classwork, & homework. Do not wait for me to remind you or chase you down. You are a responsible, young adults.
- If you are absent for 2 or more class days, please try to arrange to get your assignments prior to returning to school, so that you do not fall too far behind. I will post any classwork or homework assignment on my website for easy access. <https://www.humbleisd.net/Page/113067>
- Once the answers have been given to the class for a quiz or test, any student that has not made up a quiz or test will be given a make-up version (not the original test or quiz.)

TRUANCIES / UN-EXCUSED ABSENCES

- Points will be deducted for work missed due to truancies (unexcused absences), per the students handbook. This includes being truant on the day a project is due or on the day of a test or quiz.
- If a student is truant and returns the day of a test or quiz, then the student will take the test or quiz as if s(he) were never absent. In other words, **no extra time will be given for unexcused absences.**

FIELD TRIPS / SCHOOL RELATED ABSENCES

- If a student misses class because of a field trip, athletic event, etc, s(he) is responsible for getting the work prior to the day he/she will miss.
- If the day to be missed is a test day, then arrangements must be made to take the test before or the day immediately after the absence.

TEST RE-TAKING POLICY

- Students will be allowed to re-test one summative test per 9 weeks. The campus reassessment policy will be followed.
- There is a one week window from the time the test scores are given to re-take the exam.
- Students will only be allowed to re-test when all class and homework assignments for that unit are completed and turned in.
- The student must take the re-test at the allotted time, announced by the teacher.
- The average of the two tests will be given for re-tests.
- This policy only applies to summative tests / exams and does not apply to alternative summative assignments.

TUTORING

- Designated tutorials will be held in my classroom on **Tue** morning and **Wed** afternoon, **6:45 – 7:00 am and 3:00 – 4:00 pm.**
- Students attending tutorials should have specific areas of need. Students that disrupt others during tutorials will be asked to leave.

STUDENT WORK / COPYING and PLAGIARISM

- Incomplete work will not be accepted. If an assignment is less than 90% complete, the student will be asked to complete the assignment and turn it in for a late grade.
- All students are expected to do their own work at all times. Failure to do so may result in a zero for students involved in a form of blatant cheating or copying work from other students out of dishonesty or lack of effort. If there is an assignment in which students are allowed to work together, each student is still required to turn in work written in their own words. This includes group projects that require each student to turn in their own product.
- Plagiarism is illegal and not accepted. Any form of plagiarism will result in a zero on that assignment. Whether the students can re-do the assignments for partial credit, or be given an alternative assignment for partial credit, will be at the discretion of the teacher.

ELECTRONIC DEVICES

- Students are not to use electronic devices in my classroom unless specifically told to do so. Students are expected to have all electronic devices put away before the class bell rings unless it is permitted for warm up.
- There will be specific, designated times for students to use devices for class-specific tasks. These times will be announced by the teacher. In these instances, students will be required to use their devices only for the intended designated purpose. Students who break the electronic device policy will receive a referral for insubordination.
- Students can view the RED / GREEN sign to know whether it is permissible to use cell phones responsibly during classwork or lesson.
- Use of cell phone or other electronic device during a test will be considered academic dishonesty. A zero will be assigned for that test. Whether or not the student retests will be the teacher's decision.

CONDUCT GRADES

Conduct grades are determined by the students work habits and behavior in class and labs.

E – Excellent...all assignments are turned in on time and the student shows exemplary behavior

S – Satisfactory...most assignments are turned in on time and/or the student shows acceptable behavior

N – Needs improvement...assignments repeatedly turned in late, unfinished, or not at all and/or the student needs to improve their behavior (sleeping, excessive talking, distracting others, etc.)

U – Unsatisfactory...the student displays repeated or continued excessive talking, rude behavior, disregard for others, etc.