

*Course Procedures and Policies*  
*Concepts of Algebra 3/Trig (344)*

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***Class Materials:***

- A **three-ring binder with loose-leaf (not a spiral notebook)** is to be used for notes, homework, and in-class assignments. Pages that are torn from notebooks (whether or not the edges are removed) will not be accepted for collected assignments.
- A **graphing calculator from the TI-83 or TI-84 family of graphing calculators is required** for this course. While you may use a different brand or type of calculator for homework and in-class assignments, **please note that the TI-83/84 calculators will be the only calculators allowed for tests/quizzes.** Calculators such as the TI-89 (any version), TI-nspire, and Casio brand graphing calculators will not be allowed for tests/quizzes due to their algebraic properties.
- Your textbook should be covered at all times and **must be brought to class daily unless told otherwise.**

***Grading Policy:***

- Quarter grades will be calculated on a point system with the average equal to the number of points earned divided by the total number of possible points. Tests and regular quizzes will be announced a minimum of two days in advance. However, “pop” quizzes might be given to test the understanding of previously assigned homework/in-class material.
- There will *generally* be three tests (worth 100 points each) and two or more quizzes per quarter (worth 5 to 75 points each) in addition to homework grades, and grades for projects/graded assignments/participation (point assignment will vary.)
- In order to be fair to all students in the class, I **do not** allow for extra-credit assignments nor do I add points to quarter grades in order for students to make honor roll.

***Homework:***

- Each student is responsible for maintaining a **binder** containing class notes, homework/in-class assignments, and problems of the day in ***individually marked*** sections.
- Homework will be assigned for each lesson. It will be posted daily on the class pages, Google classroom as well as in the classroom. You will be expected to complete each assignment to the best of your ability. Since all assignments are posted on the class pages, there is no excuse for not completing homework if a class is missed.
- Each section’s assignment should be on its own sheet of **loose-leaf** with the date, section number, and page number listed at the top. Since we will often spend more than one class completing a section, homework that pertains to the previous

night's homework section may be continued on the same page, but when we start a new section in the text book, please start a new page of loose-leaf. **Pages torn from notebooks are unacceptable and no credit will be given for a list of homework "answers" without the accompanying work to reach the solution.**

- Homework may be checked daily and may be collected without prior notice.
- When you come into class, please have your name on your homework and be prepared to hand it in to me and then start to answer your "problem of the day." Homework will only be accepted at the *beginning of class* and in the case that you need to go to the bathroom at the beginning of class, leave your homework on your desk before you leave the classroom to be collected. Late homework is not accepted except in the case of absence *due to sickness*. Missing class is not an excuse for not attempting the homework. You are expected to check the class pages and complete the assignments to the best of your ability.
- **Prior experience has shown that the students with the better grades in class tend to complete their homework assignments in a consistent and conscientious manner.**
- **Note:** Your homework grade will not always appear on the grade portal for each individual assignment and will sometimes be posted on the portal weekly.

#### ***Absenteeism:***

- The **student** is responsible for obtaining all homework assignments (check the class pages) **and** class notes that were missed. (*This applies whether you are sick or miss class due to extra-curricular activities, retreats, college visits etc.*)
- **If you are absent the day before a test or quiz or the day of the test or quiz, you will take a "make-up test or quiz on the day that you return to class.** It may be in class or after school with my permission. For extended absences due to illness, special arrangements will be made based on the needs of the student.
- **It is the student's responsibility to see the teacher the day that they return to school to make up the missed test or quiz.** Missed tests/quizzes that are not taken within a reasonable amount of time will be entered on the grade portal as a zero. **In addition,** students who **arrive late** to school or **leave school early** (due to doctor appointments, dental appointments, etc.) and miss a scheduled test or quiz are **expected to see the teacher after they arrive or before they leave school that day** to take the missed test/quiz. Otherwise, the teacher reserves the right to impose a 10-point per day penalty.
- Students who willfully cut class **will not** be allowed to make-up any assignments, tests, or quizzes given that day.

#### ***Cheating Policy:***

- **Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating are prohibited.**
- Remember, cheating includes copying another student's homework or allowing another student to copy your homework. It also includes taking pictures of a quiz or test (with a cell phone) and sharing the information with other students.

- Formulas may not be stored on the graphing calculators and the memory must be cleared before taking a test or quiz. Only those formulas or programs that are pre-approved by the teacher may be used during a test or quiz.
- I will follow the school code of conduct with regard to cheating. In addition, if a student is caught cheating, the student will be assigned additional work in order to ensure that the student understands the material in question. If the assignment is not completed by the due date, the student will receive a zero for the assignment.

**Cell Phone Policy:** I will follow the school policy with regard to cell phones. When in my classroom, all cell phones should be in your yonder pouch and on airplane mode until unlocked at the end of eighth period each day.

### **Grade Portal**

- All test and quiz grades will be posted as promptly as possible on the portal.
- It is the responsibility of the student and parents to check the portal and stay abreast of current grades. If there are any questions or concerns (at any point in the year) please e-mail me at [rmintzer@ndcrusaders.org](mailto:rmintzer@ndcrusaders.org).

In addition, I am available most days for any student that needs additional help. [Please just check in advance to make sure that I do not have a meeting or some other school obligation that day!]