



**School:** Malcolm High School

**Instructor:** Mrs. Katrina Cymbalist

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### **Classroom Rules**

- Respect
  - Respect others by treating them the way you want to be treated.
- Achieve
  - Come to class ready to work and accomplish the task at hand.
- Produce
  - Be on time and turn work in on time.

### **Classroom Rules/Procedures**

If you choose not to follow the class rules, appropriate disciplinary action will be taken. You will be given a warning, moved to a different seat, and if you continue not to follow rules you will be sent to the office with a referral. Other action may be taken also, as the teacher may deem appropriate, a letter or phone call home to parents may occur. Procedures are different from rules. The classroom procedures establish how you, the student, will work in class and how you complete and present it to me. The entire class will have time to learn what the procedures are, so you know what I will expect from you.

Rewards for following the rules may be given to the class. Such rewards may include verbal praise, homework passes, "Caught Being Good" ticket, or something else chosen by the teacher.

### **Class Materials**

You are responsible for being prepared everyday for class work. This means that you should have a pencil and anything else you may need for the day's assignment. There will be times that you may forget to bring a pencil, so I will lend it to you. There is a container of wooden and mechanical pencils at the front of the classroom. If you need one, please get it **before class starts.**

### **Assignments**

Daily assignments will be due at the end of the class period. There are clipboards hanging in the room that will have a record of what we do each day. It is your responsibility to get notes and any other required information that you may have missed. If you have any questions or concerns about missing a class period, you need to speak to me before or after school. You will be given adequate class time to complete assignments, so it is advised this time is used wisely.

In terms of **cheating**: a 0 will be given for any assignment, quiz, or test that you cheat on. A warning will be given for the first incident and a referral will be written for every incident after that. Continued cheating will result in a student earning an E for the quarter and not receiving credit.

### **Break down of Grading Procedures**

Teachers do not “give” grades, you earn them. Grades will be based on tests, quizzes, assignments, and projects.

Algebra 1	Geometry	Algebra 2	Math Models
Test – 40%	Test – 40%	Test – 40%	TBD
Quiz – 30%	Quiz – 30%	Quiz – 30%	
Assignments – 30%	Assignments – 30%	Assignments – 30%	

### **Quizzes and Tests**

With the exception of the End of Quarter test, you will have the opportunity to do corrections or retakes. By doing corrections for any questions that you answered incorrectly, you could recoup up to half of the points that you lost. Example: if your original score was 50%, properly completed corrections would boost your score to a 75%. When time permits, we will go over the corrections together as a class.

### **Hall and Bathroom**

You’re becoming young responsible adults and, with that in mind, that is the way I will treat you. I prefer not to give out passes during the first and last ten minutes of class, lecture, group work, quizzes, or tests. If you are abusing these privileges, then I reserve the right to suspend or revoke them.

You will need to sign out when you leave and sign in when you return. You also need to record the time for each. There is a clock on the table next to the clipboard containing these papers. No more than two people are allowed to leave the room at a time (1 for boys bathroom, 1 for girls bathroom).

No more than three people are allowed in a bathroom at once. If you are trying to go between classes and there is a line, do not stand in the hallway and wait.

While in the hall during transition students need to be respectful to students and teachers. Part of being respectful is using proper school language.

### **Absences**

If you are absent, as previously stated **you are responsible to get any work that was assigned or collected**. This means you should see the teacher upon return immediately to receive any missing work. If you are absent this does not mean you will be excused from quizzes or tests. **You must make arrangements with me to complete these**. I cannot guarantee that you will be able to make them up during class time. Arrangements may need to be made to take them before school, after school, or during your virtual hour.

If you know that you will miss some days of school ahead of time you should come speak to me to see what you may do to keep up with what the class may be working on. This may be done after we have completed the lesson assignments for the day, before school or after school.

A student is tardy if he/she isn’t in their seat when the bell rings. Placing your bag, drink, etc. at your desk and leaving again does not count. Once you have been marked tardy three times, it will count as an absence. If you arrive three minutes or more after the bell rings, you will be marked “UT”, which counts as an absence. The only exception is first hour, where you will be marked “UT” if you arrive to class ten minutes or more after the bell rings.

### **Late Work/Missing Work**

All assignments are due on the assigned date. If a student needs more time on an assignment, communicate with me before turning in an assignment late. All late work will still be given full credit. If turning in late work becomes a consistent issue, we will need to schedule an individual meeting to better understand the causes and effects of late assignments.

If you have any missing work, it will count as a zero in the gradebook until it is turned in. This is for the student to realize an assignment is missing and have a more accurate score in the gradebook. It is up to the student to turn in any missing work. I will accept them for full credit until we are **one week** before the end of the quarter. I will post reminders on the board.

### **Food/Drink**

Drinks brought into the classroom must have a tight sealing lid.

Food must stay in the cafeteria (gym).

### **Cell phones**

Use of cell phones **WILL NOT BE PERMITTED DURING ACTIVE INSTRUCTION FROM THE TEACHER**. You will need to place your phone in the box provided on your desk when you come in. Students who follow these rules are permitted to use their cell phones during all breaks.

If you are expecting an important call from a family member or your job, please let me know at the beginning of the hour and we can make an alternate plan for you.



## Classroom Procedures

<p><b>ENTERING THE CLASSROOM</b></p>	<ul style="list-style-type: none"> <li>● Enter the room quietly</li> <li>● Use a conversational (inside) voice</li> <li>● Keep hands, feet , and objects to self</li> <li>● Walk</li> </ul>
<p><b>STARTING THE DAY</b></p>	<ul style="list-style-type: none"> <li>● Put personal belongings in designated areas</li> <li>● Sharpen pencils &amp; gather necessary materials for class</li> <li>● Be seated &amp; ready to start class on time</li> </ul>
<p><b>WORKING INDEPENDENTLY</b></p>	<ul style="list-style-type: none"> <li>● Have materials ready</li> <li>● Work without talking</li> <li>● Raise hand to ask for help</li> <li>● Keep working or wait quietly for assistance when the teacher is helping someone else</li> <li>● <b>Stay in your assigned seat.</b></li> <li>● Begin next activity when finished</li> </ul>
<p><b>ASKING FOR HELP</b></p>	<ul style="list-style-type: none"> <li>● Always try by yourself first</li> <li>● See if another student in your area can help you</li> <li>● Raise hand to receive assistance</li> <li>● Keep working if you can or wait quietly</li> <li>● Remember the teacher has other students that may also need help</li> </ul>
<p><b>TAKING care OF PERSONAL NEEDS</b></p>	<ul style="list-style-type: none"> <li>● Bathroom and drink breaks will not be allowed the first 10 minutes or the last 10 minutes of class unless it is an emergency.</li> <li>● Raise your hand to let the teacher know you have a private concern</li> <li>● Ask to speak to the teacher privately &amp; quietly if you do not want other students involved</li> <li>● If you are expecting an important phone call or text during class, please let me know at the beginning of the class period.</li> </ul>