Hello, I am very excited about the upcoming school year with you! Below you will find what you need to do to be successful in this class.

**Required Materials:** You are expected to come prepared for class everyday with: your Algebra 1 textbook, a calculator (TI-83 or TI-84 is REQUIRED), and a pencil. Electronic textbooks with supplemental materials can be accessed through Google Drive. Each student has been provided a Gmail account. Login instructions for students can be accessed through my website pbutra308.weebly.com.

### Grading:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded Classwork</td>
<td>10%</td>
<td>100%--90%</td>
</tr>
<tr>
<td>Homework Completion</td>
<td>5%</td>
<td>89%--80%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>35%</td>
<td>79%--70%</td>
</tr>
<tr>
<td>Tests</td>
<td>40%</td>
<td>69%--60%</td>
</tr>
<tr>
<td>Midterm and Final Exam</td>
<td>10%</td>
<td>59% or lower</td>
</tr>
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*You are responsible for checking your grades via HomeAccess*

**Graded Classwork:** This category will consist of work that is completed during class, such as exit slips, skills checks, group practice worksheets, etc.

- Primarily graded on accuracy
- Allowed to use notes a majority of the time
- Skills checks will be given several times throughout a unit to monitor your understanding of the material; notes and homework use is allowed; graded on accuracy
- Multiple Choice Packets will be completed on bubble forms for some units; they will be graded on accuracy

**Homework Completion:** You should expect assigned homework daily, and it is your responsibility to come to class with questions you have about the assigned homework.

- Homework (see separate homework expectation sheet for rubric) will be checked on a regular basis. These assignments will be entered into the Homework category of the grade book on a weekly to bi-weekly basis.
- Homework will be assigned daily, and will be available to view on my website.

**Tests & Quizzes:** Tests and quizzes will always be announced in advance and it is your responsibility to be prepared. *An absence the day before a test or quiz does NOT excuse you from the test or quiz unless you missed new material.***

**Absences:** If you are absent, you are responsible for all missed work. It is also your responsibility to find out what you missed during your absence including any notes, group or class work, or homework and also to come in before or after school to get help on the material you missed if necessary. You can pick up absent work from the bulletin board in the back of the room. Each student is given *one day for every absent day, plus one extra day* to make up missed work. An unexcused or truant absence means a “0” for the day with no opportunity for make up. If you are absent for a test or quiz, you will have one week to make it up before your grade is lowered. *Tests and quizzes cannot be made up during class and must be done before school, after school, or during study hall times (if possible). If you arrange a time for a test or quiz make-up and don’t show up more than once, you will receive a 0 for that test or quiz.*

**Tardies:** All students are expected to be on time every day for class. Tardies are handled by the main office. You will not be permitted to enter class once the bell rings without a pass from the office.

**Bathroom/Hall Passes:** Use of the restroom is for emergencies only. A bathroom pass will not be given during teaching time and should be limited as much as possible. Please remember to sign in and out of the pass log.
Classroom Rules:
1) BE RESPONSIBLE:
   - Come to class on time with all materials ready to learn.
   - Follow directions the first time they are given.
2) BE RESPECTFUL:
   - Refrain from using inappropriate language or comments.
   - Keep hands, feet, and other objects to yourself.
   - Respect others and their property, including the school’s.
   - Talk only when permitted. Do not disrupt the class.

Consequences:
1. Verbal warning
2. Conference after class
3. Phone call home
4. Referral to dean

Electronic Devices
- Electronic devices may be used for academic purposes only at teacher discretion.
- Devices should be turned OFF and out of sight once class starts unless you are told otherwise.
- There will be no charging devices during class.
- When devices are permitted to be used, they must be visible and flat on your desk, not in your lap or purse.
- Inappropriate use will result in confiscation of the device for the class period and/or revoked privileges.

Miscellaneous Policies:
- Pencil should be used on all quizzes and tests, as well as homework that is turned in.
- Remain seated until the bell rings. Do NOT line up at the door.
- If you are caught cheating in any form, you will receive a zero for that work. If you provide work for others to copy, you will receive a 0 as well. If you are looking at another student’s test or quiz, I will assume you are cheating.
- Since you are required to have a calculator for this course, there will be no sharing calculators during quizzes or tests. You also may not use any type of mobile device on a test or a quiz.
- There may be online assignments for this course. If you do not have access to the Internet at home, you will be given a pass for access during your study hall time or before or after school.

Outside Help: I am more than happy to provide extra help outside of class time if needed. Scheduling an appointment to meet with me is strongly encouraged. I am usually available before school by 7am in the math office (E380) or classroom (F328). After school I may be available from 2:30 – 3:00 during seasons I do not coach. There will also be tutoring available on Tuesdays and Thursdays after school, with an activity bus available to give you a ride home if needed. You will get more information about this tutoring when it becomes available.

Students: Please read over this policy sheet with your parents/guardians and fill out the bottom portion confirming your understanding of the policies and procedures. A copy of these procedures is also available on my website for later reference. Please return this no later than Friday, August 25th. It is worth a homework grade.

We understand the course policies of Mr. Butera’s Algebra 1 class.

Date:_____________

Student Name:_________________________________ Signature:________________________________

Parent Name :_________________________________ Signature:________________________________