

# *SYCAMORE CANYON'S*

## MATH DEPARTMENT GUIDELINES

### 2018-2019

#### **RECOMMENDED SUPPLIES**

- Five-subject spiral notebook  
Try to get the spirals with the **folders** separating the sections (also with a plastic cover); the folders will be used to hold on to assignments, tests/quizzes, handouts and chapter assignment guides. The sections will be used for 1) notes, 2) classwork and 3) homework assignments
- Pencils, red-correcting pens, glue sticks, ruler, and a pad of graph paper  
Optional...but if you do purchase a calculator; the district recommends a TI-84 Plus as it is used in the high schools. Instruction on use of calculators will be given in class.

#### **IN ORDER TO RECEIVE FULL CREDIT AND BENEFIT FROM YOUR WORK**

- **Use the chapter assignment page** or check your teacher's website so you know the exact assignment to complete that day.
- **Always use pencil** for homework assignments- no pens, not even the erasable type!
- Use **graph paper** to work on problems during the **graphing units**.
- **Write out the problem** as stated in the book (unless it is a word problem).
- **SHOW ALL YOUR WORK! NO WORK, NO CREDIT! THIS INCLUDES HW/TESTS/QUIZZES!**
- **Box or circle** your final answer.
- In class, **mark incorrect answers with a red pen** and **write in the correct answer in red pen**.
- At home, **correct odd questions** by using the back, and **show all corrections using red pen**.
- **Write legibly.**
- **Use correct heading** Ex) **#24 Page 213, # 1- 27 odd**  
(top, middle of paper)

#### **BEFORE THE BELL RINGS EACH DAY**

- Begin warm-up, writing the problems and answers in your spiral, as your teacher walks around checking the previous night's homework. This is also the time to show your teacher any make-up work.
- Be ready...class begins when the bell rings!  
Once the bell rings and class has started, you will lose points if you are not following the above directions. A loss of participation points will affect your citizenship grade.

#### **NOTE TAKING**

The style of note taking we will use is similar to "The Cornell Note Taking System". The notes are designed to be highly efficient. Your notebook will be a valuable resource to you when you're stuck on a homework problem or if you are studying for a test/quiz. Your notebooks will be checked periodically and graded.

<https://shp.utmb.edu/asa/Forms/cornell%20note%20taking%20system.pdf>

#### **ACADEMIC HONESTY POLICY**

Cheating of any kind: on tests, quizzes or homework will result in zero credit for all parties involved. No make-up will be offered. Please see district handbook regarding policies and procedures:

<http://www.conejousd.org/Portals/0/Departments/Instructional%20Services/Documents/Discipline%20Book.pdf>

#### **HOMEWORK POLICY**

Homework is a way for you to learn more by extending the work that was begun during class time. It could also be a review of material previously learned, an introduction to new ideas for later follow-up in class, or a chance to reflect on ideas discussed in class. You will have approximately 30 minutes of homework, Monday through Friday each week. Homework must be done each evening and is worth 2 pts per day. **LATE WORK WILL BE ACCEPTED FOR ½ CREDIT BEFORE THE END OF THE CURRENT CHAPTER.**

**EVERY TEST/QUIZ REQUIRES CORRECTIONS TO BE DONE IN CLASS**

## **ASSIGNMENT SHEETS**

The assignment sheet will be given at the beginning of each chapter and will be posted on teacher's website. **IF YOU ARE ABSENT, TRY TO DO THE NEXT ASSIGNMENT ON THE SHEET.** We do one assignment daily. If you have questions about the assignment, see your teacher before school on the day you return, ask your parents, or call a friend in class to get help with your questions. All absent assignments should be completed within three days of your return. It's YOUR responsibility to show your teacher the made up work so that he/she can give you credit for them. If you are out of school due to a field trip or ASB activity, you are expected to have the assignment done the next day as this is not a true school absence. Changes to the assignment sheet will be posted your teacher's website.

## **EXTRA HELP**

Math teachers are available every day before school for extra help. Lunchtime help is available Monday through Thursday in your teacher's classroom. Additionally, a list of wonderful internet resources has been posted on your teacher's website.

## **GRADES**

Homework will be graded in two ways. There will be a daily homework check at the start of each class (see homework policy) and there will be random **ASSIGNMENT CHECKS** in which you will be asked to copy chosen problems from your homework assignments. There are random **NOTEBOOK CHECKS** to verify notes are being taken, homework is labeled, etc. Assignment and Notebook checks are usually worth about 15 points.

Quizzes (and/or Warm-Up for Credits) are given about halfway into a chapter, or when needed. Tests are given at the conclusion of every chapter. Trimester benchmarks are given by the district and will be counted as a test. Trimester projects may be assigned with an equivalent value of a test. The grades for the class are cumulative for each trimester.

The grades are earned as follows:

100% & ↑ A+	88-89% B+	78-79% C+	68-69% D+
93-99% A	83-87% B	73-77% C	63-67% D
90-92% A-	80-82% B-	70-72% C-	60-62% D-
BELOW 60% = F			

Grades determined by: 85% assessments, 15% HW assignments and projects/classroom/technology activities.

**CITIZENSHIP:** Letter grade determined as outlined in the Sycamore Canyon Handbook.

**WORK HABITS:** Letter grade determined by percentage earned in homework category as follows:

90% & ↑ E      89-80% S      79-70% N      69% ↓ U

## **“Q”**

Please note: It is your responsibility to check “Q” regularly in order to monitor your child's grade, missing assignments, and infractions received. It is also the responsibility of the child to contact your teacher to make up all missed or incomplete assignments.

-----tear-off-----

### **Math Department Information**

Student Name (PRINT) \_\_\_\_\_ Period \_\_\_\_\_

Parent Signature(s) \_\_\_\_\_ Contact # \_\_\_\_\_

\_\_\_\_\_

*By signing these guidelines, I'm stating that I've read/understood all of the expectations set forth by the math dept.*

Parent Email: \_\_\_\_\_ Parent E-Mail: \_\_\_\_\_