

Classroom Procedures and Policies

Start of Class

1. The bell will ring to signal the scheduled start of class. At this time, be in your assigned seat with your class materials on your desk. Your daily class materials include your binder with loose leaf paper, a pencil, a red pen for checking homework, and your school approved TI-83/84 calculator.
2. Begin the warm-up problem or follow instructions given on the board or verbally. There will always be something to do independently while attendance is taken and administrative tasks are completed.
3. Once administrative tasks are completed and sufficient time has been allotted to finish the warm up problem, class will begin with the following prayer:

O God and Father of our Lord and Teacher, Jesus Christ

Grant us diligence and attention to our vocations as student and teacher

That our knowledge and wisdom may increase to the blessing of our neighbor

Amen

Classroom Expectations

- Be on time
- Be respectful toward the teacher and students in the room
- Be in proper dress code
- Do not use your cell phone
- Do not eat or drink (except water in an approved container)
- Respect the property of the teacher and other students, do not take or touch their belongings without permission.
- Raise your hand if you would like to answer or ask a question
- Respect the facilities, do not deface school property or leave garbage in the room. Pick up after yourself. Do not write on the whiteboards without permission.
- Do not pack up early

You will hear me say throughout the year that, "You have the freedom to choose, but you do not have freedom from the consequence of those choices." Making choices that have positive consequences will be celebrated in this class just as much as making choices that have negative consequences will be punished.

Student Handbook and School Policy

All expectations, rules, and classroom policies described are in supplement to those set by the administration of Cardinal Wuerl North Catholic High School found in the Student Handbook.

Missing Class Time

- **BATHROOM:** Unless it is a true emergency, wait for an opportune time to use the bathroom. You are responsible for what you miss when you are out of the classroom, so I will strongly discourage leaving the room during our lessons.
- **LOCKER:** Students will not be permitted to leave the room to retrieve forgotten materials. Take notes on loose leaf paper and add to your class binder. You will not receive credit for homework if you do not come to class prepared.
- **LATE TO CLASS:**
 - There are times when a teacher will need to hold you late after a class. When returning, do not disrupt the class that is in progress.
 - Arriving late to class without a late pass from a teacher will not be tolerated
- **SPORTS/FIELD TRIP/ETC:** If dismissed while a class is in progress, do not be a disruption to the lesson that is in progress. Quietly pack your belongings and exit the room respectfully. If you are dismissed, you are responsible for the work you missed. See the class website if you are unsure what was assigned.
- **ILLNESS:** If you are absent from school due to illness you will be given a short extension so that you can turn in your best work.

Be aware that you may miss part of a lesson when you are out of class. I do recall and summarize concepts throughout each unit, but you will need to be proactive to get caught up. Topics in a math class build upon one another, so please get the necessary help as soon as you can. I wish I had the ability to re-teach an entire lesson for each student who missed class, I would. Unfortunately, that is not practical or possible, so always read class notes, try to understand examples, and check with friends first if and when we meet, we can be very efficient.

Student Binder

- All notes and homework should be completed and organized in your class binder. Each day we will put a new heading on our notes and a similar heading should be added to homework.
 - Title and date each new entry to your notes
 - Name, title, and date each homework
 - I recommend a ½ inch binder so that it doesn't take up too much room in your backpack
 - You may store old notes in a safe place like a folder at the bottom of your locker. You'll need to keep these to study for midterms.
 - Always keep your binder stocked with loose leaf paper
 - Keep all class materials including returned quizzes and tests in your binder
- Complete all homework in pencil. Notes may be taken in pen. Using different colors or highlighters is encouraged to help promote a clearer understanding of course topics.
- I require that you take paper notes because you will likely want to free up your computer screen to access other resources and because taking long hand notes will help you learn better ([source](#)).

OneNote

- All class resources will be available in our shared class notebook in OneNote. All students must be able to access the **desktop** version of OneNote. If you are unable to sync our notes to your computer, please let me know as soon as possible and get technical help if I am unable to solve the problem.
- Class resources that will appear in OneNote may include class notes, homework problems and solutions, videos, and study guides.
- This is a resource and is not intended to replace the act of note-taking during class. If you miss a definition or even a whole day of school, you may copy from our online notes, but unless special directions are given during class, you should not access OneNote during our instructional time in class.

Homework

- Math is a skill. In the same way you practice for a sport or a play every day, I expect that you practice mathematics daily.
- Since homework is to be completed in pencil, when checking your work, circle the number of the problem you missed with your red pen and write the correct answer.
- Try to identify where you went wrong, if you are unsure, ask when we review the assignment.
- Redo that problem as soon as you can, keep trying until you can solve it on your own.
- Most days there will be a specific homework assignment, but an unspoken homework assignment each night is to re-do homework problems that gave you trouble. If you adopt this routine, I can promise you will not struggle when reviewing for tests.
- I will collect homework assignments. **Each assignment should have your name and start on a new sheet of loose leaf paper. You should copy the original problems and any diagrams, show your work, and box or circle your answer.**
- I do not assign homework problems that you are incapable of solving. If you think you don't know what to do:
 - Begin by copying the original problem and any related diagrams or pictures
 - Look in our notes for an example like the problem you see
 - Try something...even if you don't know what the next step will be.
 - You should **never** leave problems blank
- I may grade the entire assignment, check select problems, or merely scan to make sure that it is complete. I will return all collected assignments within 1-2 class days.
- We may review the problems in each night's assignments before or after I collect the assignment.
- At the end of each quarter, I will add 4 points as a "forgiveness grade." I understand that everyone has a bad day and misses a homework assignment. If you don't have any bad days, you'll reap the rewards of extra credit points! If you have several bad days, you have a problem that you should take steps to correct.

Perhaps my most frequent discussion with students [soapbox] regarding homework sounds like the following:

It's easy to fall into the habit of skipping one or two homework problems each night because there is a 'trick' to them and it's easier and quicker to get an explanation in class than to work towards a solution. Many times this problem makes sense when explained, but if you never go back and try the problem again – you may not actually do that type of problem by yourself until you are forced to on a test. You want to practice the toughest problems several times before you are tested.

Tests/Quizzes

- I will provide you with a practice test that is nearly identical to the actual test to help you know what I expect from you. This can also be used to gauge how long the test may take you and how much extra practice you need before the test.
- Quizzes and tests are "due" when time is called. Any papers not passed forward or handed in once time has been called may incur a reduction in score or you may be asked to take a make-up test.
- If you are absent on test day you will be expected to take the test during our next class unless alternate arrangements have been made. Failure to do so will result in a 10% reduction in score for each day the test is not finished.
- Tests assess either a full unit or half of a unit (depending on the length of the unit). They are typically assessed during a full class period.
- Tests may have two parts. About half the test will be completed without use of a calculator. The other half will require the use of a calculator. This is intended to model the new format of the Math SAT and to promote numerical literacy.
- Quizzes will be shorter in either testing time and/or breadth of content and will be worth less course credit than tests. You are typically not provided with a practice quiz, but should reference class examples and homework to prepare. Quizzes may be announced or unannounced.

Grades

I will not use category weighting in my gradebook. Rather, assignments are weighted by the number of points they are assigned. To calculate your average, you simply add all the points you have earned and divide by the total number of points possible.

• Tests/Quizzes/Projects

- We will have about 3 tests each quarter. Tests are worth 100 points.
- Quizzes are worth fewer than 100 points, though the actual amount may vary from quiz to quiz.
- Projects will vary in nature but will have some component of in-class work coupled with out-of-class work. Projects will be worth points proportional to the requirements of the project as determined by the teacher.

• Homework

- Homework assignments are worth 4 points. We typically have 20 assignments each quarter (give or take). Most of the time, homework is checked for completeness, but some assignments may be collected and graded for correctness. I will not announce which assignments will be collected. You should complete each homework to the best of your ability.
- In lieu of checking or collecting homework, I may instead quiz you on the problems you were asked to complete on an assignment. This usually follows a review of that night's homework assignment.
- I do not accept late work. I post assignment solutions online and once we have reviewed the assignment, you lose the opportunity to ask timely questions. It may seem strict, but I want to strongly encourage completion of assignments on-time.

***The homework grade is earned by meeting class expectations.
It is meant to be a grade booster, so don't lose these easy points!***

Gradebook

As a method of my own organization, when I enter a grade into the gradebook, I use a "suffix code" as a way to add a note to a grade. You may see the following:

- XX.01 – This means the grade can be made up
 - Ex: 0.01 as a test grade will (temporarily) average like a 0 but can be completed without penalty
 - I do this because it is important to make up missing work as soon as possible, and when students and parents see the impact a 0% can have on a grade, they are more aware that something needs to be completed.
 - Ex: 2.01 as a homework grade means I am awarding partial credit, but will allow resubmission
- XX.02 – This means that the grade is a result of a re-test or an allowed re-submission, replacing a prior grade
 - A note is usually added to the grade indicating the original score
- XX.03 – This means that the grade was adjusted in some way
 - Ex: 60.03 might mean that a test score was very low, but was adjusted because a student turned in an assignment to make up some of the lost points
- IP – "In Progress" – Similar to a 0.01, but does not average into a student's grade.
- EX – "Exempt" – Used to note when an assignment/quiz/test does not need to be completed
 - Ex: A transfer student may have EX in the gradebook for tests/quizzes administered before joining

Extra Help

- I am available after school on Tuesdays for our Math Café. You are welcome to join to simply work on that night's homework or you can bring specific questions with you, but please be patient if there are others who want help too.
- I regularly stay on other days of the week as needed, please ask in advance if you would like to meet with me and we can determine a common time to work.

Calculators

- Cardinal Wuerl North Catholic High School requires all students to purchase a graphing calculator. We believe this is an essential learning tool which allows our students think about math in a more critical way and helps students make connections between math concepts.
- The graphing calculator that we will be modeling during our lessons and that we recommend for all students is the Texas Instruments 84+ graphing calculator (preferably battery operated). The base cost for these is no more than \$100. More expensive upgraded versions are completely optional.
- Please put your name on your calculator in multiple places. On the back, the sliding cover, and inside the battery compartment where the ink will not rub off. This will help us get it back to you if you misplace it. Also, try not to misplace your calculator in the first place.

Textbooks

Because I keep all notes and homework online, I will not mandate that you sign out a textbook. You do have the opportunity to have a numbered textbook assigned to you. You are expected to return the book in the same condition that it was in when issued to you at the beginning of the year. Keep all textbooks covered. Homemade covers with brown paper grocery bags are more durable than any other covers you could purchase.

Contacting Your Teacher

You can find a lot of class information at my website: www.mrzielen.com

If you need to contact your teacher, please email kzielen@cwnchs.org. Emails come straight to my phone so it's the best option for a quick response.

We will also establish a text message based communication system using *Remind*. A separate sheet will explain how this service works.