

Return one copy of this signed by you and your parent/guardian!!!

General Rules & Procedures:

1. Be in your seat when the bell rings to start class.
2. Have your textbook, notebook, homework, and a writing utensil (pen/pencil) with you every day. Bring them to class, as you will not have time to retrieve them once class has begun. You will NOT get passes to return to your lockers! Your *class participation* grade also depends on these items.
3. **Be on time.** Your presence in this class is **very** important. Every time you are tardy or absent you are only hurting yourself. Absence and tardiness also affect your grades.
4. **Be in your seat and ready to *listen and participate* when the bell rings to start class.**
5. The most important rule in this room is recognized in this fact: *Nobody has ever gotten in trouble by being a good listener.*
6. You share responsibility for what is learned in this room, even when you are not in the room yourself. I (your teacher) will be in this room after school every day (unless a meeting gets in the way). Get in to see your teacher (i. e., me) as soon as you become the slightest bit confused or dazzled. *Don't wait until you are too far out to be rescued.* Call for help as soon as the need arises.
7. Late assignments will be accepted for credit only for EXCUSED absences. The general rule is that you will be allowed one extra day for each day out. For example, if you are out on a Tuesday and Wednesday (2 days) all work must be in no later than class on Friday, your second day back

Grading Procedures:

Exams/tests are worth	50 to 100 points
Announced quizzes are worth	20 to 50 points
Surprise quizzes are worth	10 to 20 points
Homework assignments are worth	5 to 10 points
Class participation is worth	100 points

Your quarter grade will be established by dividing the number of points earned by the maximum total possible. For example, if you totaled 385 points in a quarter where 432 points were possible, your grade would be $385/432 = .89$ or 89%. If you wish to receive emailed progress reports, please include your email address at the bottom of this sheet.

As soon as possible, assignments and other relevant information will be available at http://www.chathamcentralschools.com/hs/academic_dept/mathematics/vanleeuwen/index.html

Student sign here: _____ Date: _____

Parent/guardian sign here: _____ Date: _____

Email address (please print) _____