

CLASSROOM RULES AND PROCEDURES
Mr. Russell -- Pre-Calculus Pre-AP -- Room E212
Phone 841-4200 (Direct) / conference: 2nd and 5th Periods/ Second Lunch
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Welcome to Pre-Calculus Pre-AP! I am confident that you will find this class to be not only challenging and thought provoking but interesting and ultimately rewarding. We will explore many new mathematical models and concepts which I hope will change the way that you view the world around you. We may even have some fun along the way.

Your success in mastering the information in this class is my top priority. In order to help maximize your success in this class, I offer you the following information which, in conjunction with the information in your student handbook and in the Pre-Calculus Manifesto, summarizes what is expected of you in my class.

Assignments will be given almost every day. Each six weeks, most of these (of my choosing) will be collected for a grade, which will generally be based on a combination of completion and accuracy. No credit will be given for a problem unless neat, well-organized work to justify the answer is shown with the answer. One of our goals for the year is for you to be able to generate documents which can be understood by others. All work submitted should address this goal. Assignments that are submitted up to 3 school days late will be accepted for reduced credit. No credit will be given after 3 days.

Calculators will be needed for many tests, quizzes, and assignments. I have a class set of TI-84+ calculators which may be used in the classroom but which are not to leave the classroom at any time. On tests and quizzes, students must use their assigned Bowie calculators, never their personal ones.

Electronic devices may not be used in the classroom at any time without my specific permission. Upon **entering** the classroom, ALL students will **POWER DOWN all** electronic devices and place them in the designated rack, where they will remain until students are dismissed. Any phones that are activated (e.g., by an incoming call or text) during class will be confiscated and turned in to the main office for disposition. **This is not negotiable.** As the best students in our school, you are expected to model respect for this and all other rules.

Food, drinks, and candy are not allowed in the classroom – please do not bring them to class.

Grades for each six weeks will be computed as follows: Tests 60%; daily assignments 15%; quizzes 15%, participation 10%. These percentages may change as the semester progresses. There will generally be 1 -2 tests each six weeks. Any student who scores below 70 on a test will be given the opportunity to raise that test grade to a maximum of 70 PROVIDED that ALL assignments pertaining to that particular unit have been completed and submitted before the end of the last class before the test. Specifics of this process will be detailed in class.

Hall Passes written by me are required every time a student needs to leave the classroom for any reason as per Bowie policy. Hall passes will not be issued during the first 15 minutes or the last 15 minutes of class. In order to minimize disruptions to the class, I ask that you please minimize requests for hall passes by using the restrooms before class.

Lunch for me is second lunch period every day. **I do not tutor during this time.** However, students are welcome to come by during my lunch to check and submit makeup work, make up tests and quizzes, or confer with me.

Make-up work policies are detailed in a separate document, available on my web site. Please review this document carefully and refer to it as the need arises. In general, timely completion of make-up work is the student's responsibility, and "I didn't know what the rules were" is **NOT** a legitimate excuse from a student of your caliber.

Participation is expected of every student every day. This includes presenting solutions to problems on the board, asking and answering questions in class, and working assiduously on in-class activities. Based on these and other criteria, a largely subjective Participation grade that constitutes 10% of each six weeks grade will be assigned.

Pencil must be used for all tests, quizzes, and assignments. Work submitted in ink will not be accepted for full credit. Your notes may be taken in ink if you prefer.

Tutoring is available with me every morning before school in E212 from 7:45 - 8:45 a.m.

My **Web Site** is your primary source of information about this class. Here you will find assignments, test and quiz dates, copies of worksheets for class, and similar useful information. It can be found at <http://www.russellmath.net> or by going to the Bowie web site (<http://www.jbhs.org/>), clicking on the "Staff Directory" tile, and clicking on my name on the directory page. Add this site to your Favorites and check it regularly. You should look at the calendar at least once each weekend and any time that you miss or plan to miss class.

One final note: If you ever have any concerns about my class, please do not hesitate to come by and talk with me or to email me at home or work. Each of my students is very important to me, and I am eager to do what I can to help.