

CLASSROOM PROCEDURES AND EXPECTATIONS

Mrs. McHugh – Mathematics Department
Calculus 1

Contact Information: Room: A106
E-mail: smchugh@cbsd.org
School Phone: 267-893-2500 ext. 47286
Class Website: www.cbsd.org//Domain/1977



General Rules and Expectations:

1. Students are to be on time to class each day.
 - Lateness will only be excused with an appropriate pass from a teacher or the office.
 - Read the student handbook for more information on the class lateness/cut policy.
2. Students are expected to come prepared to class each day.
 - Each day you will need your notebook, pencil(s), calculator and your assignments completed.
3. Students will show respect to everyone in the classroom.
 - Simply put, treat others, as you would like to be treated in return.
4. Students are expected to be an active part of the classroom.
 - Raising hands, volunteering and your class participation are essential to the learning process. Take advantage of the opportunity to make a difference in your own education. Please feel free ask questions at any time. Often times, many other students in the class have the same question and it should be addressed.
5. Students will not be issued passes **during the lesson**.
 - Emergencies are an exception, but use the lavatory in between your classes.
 - If given permission, you must sign out on the provided sheet. If abuse of this pass begins to take place, restrictions will be placed on this privilege.
6. All other school rules highlighted in the students' handbook apply in my classroom. Especially those policies that address **appropriate school dress** and **cell phone** usage. Cell phones are not permitted out of the student's backpack unless notified otherwise.

Classroom Policies:

1. **Notebook:** The course content is organized on electronic files and note sheets will be posted on my website. If you want to print the outline for your notes please check my website daily. Your ability to maintain an organized notebook is extremely important for your success in this course! (3-ring binder preferred).
1. **Class/Homework:** Must be completed on time or you will not receive full credit. It is your responsibility to make an honest attempt to complete the assignment. You must **show your work or no credit will be given**. Please write all assignments in your planner.

2. Absentee Policy: If you are absent from school, you will be given the amount of days you were absent to make the work upon your return. The class assignments will be updated daily on the class website, so please be resourceful and use this to your advantage. Unexcused work will not receive credit.
3. Calculator Policy: Although they are not required, they are recommended. Calculators will be allowed on most quizzes and tests if needed, however they are never to be shared. So, please bring your own calculator to class. If you do not have a calculator, there may be a few available on a first come-first serve basis. The district- wide calculator policy gives teacher discretion in determining the appropriateness of the calculator used by the student in the particular course. The following site may be helpful:

4. Grading Policy:

a. GRADE Calculation

- Summative – Points can be earned in the following ways:
 - Quests/Tests (range from 60-100 points each)
 - Quizzes (range from 30-50 points each)
 - Activities/Projects (varies)
- Formative – Points can be earned in the following ways:
 - Partner/Group Practice (10-20 points each)
 - Classwork/Homework (usually range from 5-10 points each)
 - Reflective Writing
 - Warmup/Exit Activities

b. Cheating will result in an automatic "0" and possibly more severe consequences.

c. Class participation (raising your hand, putting problems on the board, working cooperatively, and staying after school to receive help) will affect your grade in the case of a borderline percentage. Therefore, the final grade is left to the discretion of the teacher based on grades, **effort**, participation and attendance.

The percentage of points earned out of the points possible is then converted to the school's grading scale.

| | | | | | | | |
|--------|----|-------|----|-------|----|-------------|----|
| 93-100 | A | 83-86 | B | 73-76 | C | 63-66 | D |
| 90-92 | A- | 80-82 | B- | 70-72 | C- | 60-62 | D- |
| 87-89 | B+ | 77-79 | C+ | 67-69 | D+ | 59 or below | F |

Your current course grade is updated on a weekly basis and can be viewed through the [parent portal](#).

$$\text{FINAL GRADE} = \frac{1^{\text{st}}/3^{\text{rd}}}{40\%} \text{ MP} + \frac{2^{\text{nd}}/4^{\text{th}}}{40\%} \text{ MP} + \frac{\text{Final Exam/Assessments}}{20\%}$$



(NOTE:) **After-School help is available** and will be announced as the year progresses!

Parents/ Guardians: I encourage open communication between us throughout the school year. If any questions or problems arise, please do not hesitate to call me at school (phone number: 267-893-2500 ext. 47286) or e-mail me at smchugh@cbsd.org. I may not be able to come to the phone immediately, but I will call you back as soon as I can.

Thank you in advance for your cooperation!
Respectfully yours,

Mrs. McHugh

Please Sign the line below to confirm that you have read through and understand the contents of the Procedures & Expectations for Calculus 1.

Student Signature: _____ Date: _____

Parent / Guardian: _____ Date: _____

Parent / Guardian: _____
(Please Print)

Parent/Guardian: I also ask that you please fill out the information below concerning your child.

- Phone Number: _____
- E-mail Address: _____
(This is the easiest and best way for me to contact you)

Something that you would like to tell me about your child:

What can I do to help your child succeed this semester?

A person who never made a mistake never tried anything new. [Albert Einstein](#)