

**Ms. Andrada & Mrs. Kantmann**  
**Algebra II**  
**Classroom Policies**

Students are expected to follow all school rules, arrive to class prepared and on time, treat others with respect, put forth a maximal effort each day, ask questions when necessary, and use class time wisely.

*Materials:* Three ring binders are best for this class due to the need to organize notes, homework, handouts, quizzes, and tests. The use of pens or pencils is at the discretion of the student; however, graded assignments must be clear. If you make a mistake, regardless of the choice of writing instrument, draw ONE line through the work and begin again. Do not write over work or scribble through work that is to be changed.

*Graphing Calculator:* Instruction is provided on the TI-84. Assignments will clearly indicate the calculator usage policy. Calculator instruction will begin after the first chapter is complete.

*Homework and Classwork:* Assignment sheets will be posted online at the beginning of each chapter. Completing assignments in a timely manner is an **essential** part of the course, and problems are assigned each night. Homework is collected and graded without prior notice, so students must be prepared for homework collection on a daily basis. At the beginning of most classes, students will complete a daily grade on a previous homework assignment or class lecture. Students may be asked to copy complete solutions to homework problems that are at least two days old, or they may be asked factual information from the notes given in a previous class. **Failure to complete homework and maintain an organized notebook WILL have an adverse affect on grades.** Homework is a three part process. In order to master skills and concepts, all three parts must be done.

- First, actively participate in each class and complete each assignment.
- Second, check the answers. Odd answers are in the back of the textbook; even answers will be provided in class or online.
- Third, re-work any incorrect questions until the correct answer is obtained. If you have any difficulties with homework assignments, Ms. Andrada (212) is available for help before school every day, and Mrs. Kantmann (208) is available for help after school every day.

*Quizzes and Tests:* Quizzes and tests are to be pledged. Quizzes are administered in class as needed. Upon completion of a unit, a comprehensive test will be given. Per quarter, there are typically three tests and four to six quizzes. Students who are absent on the day of a test or quiz may take the assessment early in case of planned absences OR in the case of a full day's absence, before school the morning after the assessment occurred. In case of a partial day's absences, students are expected to make arrangements during a free period to complete the assessment. Students who are absent the day before a quiz or test WILL be expected to complete the assessment as scheduled.

*Grading:* Each quarter grade is one-sixth homework and daily grades, one-sixth quizzes, and two-thirds tests.

*Honor Code:* For homework assignments, students are encouraged to work together and discuss solutions. Verifying answers and discussing methods are acceptable actions on homework assignments. Straight copying of another's work is plagiarism and is therefore unacceptable for both the provider of the work and the copier. For quizzes and tests, students must work as directed in class. Discussion of quiz or test items with students who have missed an assessment is a violation of the honor code.