

NOTEBOOK ORGANIZATION & CLASSROOM PROCEDURES

The following information will help you to develop good study habits and to become an active, working member of the class team. If at any time during the course, you do not understand any procedure or the subject matter being discussed, please ask questions!

NOTEBOOK ORGANIZATION:

In order to keep your material and papers in order for maximum success in the class, the following format must be followed. Periodic notebook checks will be done for academic credit. This notebook will be collected at the end of the semester and will be worth 100 points.

DIVIDER 1: WARM-UPS

Done the first 10 minutes of class. Must be kept in order chronologically with the date.

DIVIDER 2: NOTES AND CLASSWORK

Class notes must be taken each day and be kept in order chronologically. Notes for each section must contain the section (example: Sect. 5-2), the objective, notes, and all examples done in class.

DIVIDER 3: HOMEWORK

Homework should be in numerical order as assigned. Page numbers and problems numbers must be on each assignment. All completed papers and graded papers must be kept.

DIVIDER 4: TESTS AND QUIZZES

All tests and quizzes for units of study should be kept in chronological order. Again, DO NOT throw away any papers.

CLASSROOM BEHAVIOR:

1. Do not wait to be told what to do. Start working as soon as you sit down.
2. Be considerate of your fellow students. "Please, thank you, excuse me, may I borrow..." are all words and phrases of politeness that are expected.
3. Turn off and put away all electronic devices (cell phones, CD players, pagers, video games, etc..) before you come into the class.
4. During class discussions, you must raise your hand to be called upon to speak. Listen courteously to others when they are speaking.
5. Do not mark on desks, walls, books, bulletin boards, or handouts.
6. Do not throw paper or trash on the floor. Keep your work area neat.
7. Eating, drinking, and gum chewing inside the classroom are NOT allowed.
8. During class lectures, discussions, and testing, no one may get out of his/her seat without permission.
9. Tardiness interferes with class activities. Be in your seat ready to work when the bell rings. (Note: Every 2 tardies will result in a lunch detention.)
10. Bring required materials to class each day like notebook, covered math textbook, 3 sharpened pencils (Note: Pencils must be sharpened before the bell rings.)
11. Respectful and appropriate classroom behavior is required of everyone all of the time. All hats / hoods must not be worn inside the classroom.

DISCIPLINE:

Infractions of the above procedures will result in:

1. a "U for the day" leading to an unsatisfactory in cooperation and/or work habits on your report card,
2. brunch, lunch, and/or after school detention,
3. letter home / phone call home / parent conference,
4. referral to the Dean's office, and
5. suspension from class and/or suspension from school.