Mrs. Skillen

Pre-Algebra, Geometry, Consumer Math

**Room Guidelines**\*Be Prompt (Must be in the room 1 minute after the bell or you are counted tardy, unless you have a signed pass)  
\*Be Polite  
\*Be Positive

\*Be Productive (Cannot pack up until 30 seconds before the bell)

**Required Materials**\*Calculator (I do not supply calculators to students, unless you are a resource student or your calculator is inoperable)

\*Pencil  
\*Checking pen

\*Textbook (must have a book cover on at all times)  
\*3-ring binder (with loose-leaf paper or a notebook)

\*Something else to work on or read

\*Protractor(Geometry only)

\*Chromebook

**Assessments**Calculators are not allowed to be shared during a test or quiz. Tests have the greatest impact on a student's grade. If you are absent the day of a test or quiz, but you were here when it was announced, you will complete it the day you return. If you were absent the day before the quiz you will not be allowed to take the quiz unless homework for lessons covered by the quiz are completed. If you received a passing test score or if you failed a test, you may retake another form of the test before the next scheduled chapter test. I will record the highest of the two scores.  
 **Grading**I use a weighted grading system. The weights are as follows:

Tests 50%  
Quizzes 35%  
Homework/Misc 15%

**Grading Scale**The IKM-Manning Secondary School grading scale is outlined in the Student Handbook as follows:  
All classes that assign grades by percentages will use the following grade cutoffs:  
A 94% C+ 80% D- 62%  
A- 92% C 74% F <62%  
B+ 90% C- 72%  
B 84% D+ 70%  
B- 82% D 64%

**Homework Grading Guidelines**

Pre-Algebra, Geometry, and Consumer Math: Show as much work as needed. Calculators can be used. You must use a pencil on homework as well as quizzes and tests. Homework must be organized and legible and follow the format specified.

Your homework is worth 10 points. Homework is expected to be completed for full-earned credit at the beginning of class the day it is due. Day-Late/incomplete homework will receive 7 points if handed in within a day after it is due. After the allotted time, homework will be recorded as LI for no points, if you choose to complete the assignment after 2 days, I will change the LI to a 0. If you forgot your assignment in your locker you will not be allowed to go get it. If incompletes become a problem, parents/student/teacher may come up with a new plan to resolve the situation. (Consumer Math: Vocab Worksheets will be handed out at the beginning of the chapter and handed in at the beginning of the period on test day. Vocab Worksheets are worth 10 homework points.)

If you skip one or more problems, your homework may be considered incomplete. Simply writing down an answer without attempting it or even not reading the problem will be considered a skipped problem. Keep in mind I am available to give help before and after school, also Wolf Den, on problems you do not understand.

If you are absent, it is your responsibility to ask me what you missed and you will be given 1 day for every day absent to complete it. Homework is posted weekly on my school website. If you have an unexcused absence you may receive 0 points for any assignment, quiz, or test due the day of the unexcused absence, but you will still be required to complete the assignment, quiz, or test.

Scratch paper is provided if you do not have any, your books are not considered scratch paper. Remember, what you write in your books will be required to be erased at the end of the year or you will be fined.

If you take notes on the information covered in the chapter you may use them on homework, quizzes and tests. You may not share another student’s notes during a quiz or test. After each chapter test you may hand in your notes for extra credit, 2 pts for numerous notes and 0 pts for no notes or very little notes. (Consumer Math: You will not be allowed to use notes on vocab part of test.)

**Academic Misconduct Policy**

All forms of cheating or academic misconduct are unacceptable.  Academic misconduct includes but is not limited to the following:  
·       Copying another student’s work on an assignment, quiz, test, etc.  
·       Allowing another student to copy work on an assignment, assessment, etc.  
·       Using unauthorized resources during an assignment, assessment, etc.  
·       Using, submitting or attempting to obtain data or answers dishonestly, by deceit or by other means other than those authorized by the teacher.  
·       Any behavior giving one student an unfair advantage over other students.

My professional judgment will determine whether or not a student has engaged in academic misconduct. It is the responsibility of the student to avoid any action or situation that may cause me to suspect the policy has been violated.   
  
Consequences for academic misconduct may include but are not limited to the following:  
Automatic consequences:  
·       Loss or reduction of credit on the compromised student work.   
·       I will contact parent/guardian.  
·       I will provide a written account of incident to the principal who will document the incident in the student’s disciplinary record. The principal and I will decide if additional consequences are appropriate.  
  
Consequences for repeat or severe violations may also include the following:  
·       Issuance of a Misconduct Report by the principal.  
·       Suspension from my class in which the academic misconduct occurred.  
·       Removal from my class in which the academic misconduct occurred. The student will receive a semester grade of “F.”

**Criteria for excusing Seniors from 2nd semester tests (subject to change by start of 2nd semester)**

Teachers do not need to excuse seniors from the semester exam. That decision is at the teacher’s discretion. If the teacher does decide to excuse seniors the minimum criteria are:

1. B or better for 2nd semester grade in the class.

2. No more than 2 Unexcused Absences from the class 2nd semester.

(Note: Per the student handbook, seniors who take part in a Senior Skip

Day will be required to take all semester tests.)

3. No more than 5 total absences (Excused or Unexcused) from the class 2nd semester. School Activity Days and Job Shadow Days do not count towards the 5 total absences.

4. No missing assignments in the class at the end of 2nd semester.

The teacher may have additional criteria specific to their course.