

# **ADVANCED MATH TOPICS CLASSROOM POLICIES**

**Mr. Lübbe**

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<http://mrlubbe.weebly.com/>

Dear Students, Parents, and Guardians,

I am excited to welcome you into my math class for the 2013/2014 school year. I am confident that each and every one of you will have a successful year provided that you attend class daily, respect your fellow students and teacher, stay organized, and do your homework regularly. I look forward to working with all of you this year. I promise to work hard in order to help you achieve your goals. Please feel free to contact me at any time with questions or concerns.

Sincerely,

**Mr. Lübbe**

## **A. Grading Policy**

Each student's quarter grade is computed as follows:

90%--100% = A

80%--89% = B

70%--79% = C

60%--69% = D

Below 60% = F

Each student's quarter grade is broken into the following weighted categories:

Homework = 15% of class grade

Class work, Participation = 5% of class grade

Quizzes, Tests, Projects = 80% of class grade

Each student's semester grade is computed as follows:

40% from first quarter grade

40% from second quarter grade

20% from final exam grade

## **B. Late Work**

I do **not** accept late work unless there is an excused absence. In such a case, the student has as many days to complete the missed assignment as they were gone. For example, if a student is sick for three school days, they will have three school days from the day they return to complete any missed assignments. An absent work slip must be stapled to late papers in order to be accepted. If a test is missed due to an excused absence, students may make them up on one of the monthly after school test make-up dates.

### **C. Materials**

- Sharpened pencils with eraser
- Pen with blue or black ink
- Pen with red ink
- A graphing calculator. I strongly recommend a TI-83. Most other TI's will also work fine. I would advise against the Silver Edition, N-spire editions, or a Casio calculator because I'm not very familiar with them and can't help students operate them.
- Binder with dividers
- College ruled notebook paper
- Graph paper

### **D. Notebooks**

Students are required to keep an organized notebook of class materials. This notebook will contain at least 3 sections: Warm-up exercises, class notes/work, and homework assignments. Students are required to have notebooks organized and up to date on a daily basis. Periodic random notebook checks may be made. The notebook score will be counted as a part of the student's class work grade.

### **E. Assistance**

There are several ways for students to seek assistance outside of regular classroom hours. The first is to schedule an appointment with me during a study session or before/after school. There are also many useful links to video tutorials posted on my website: <http://mrlubbe.weebly.com/>. Here is a link directly to the video tutorials page: (<http://mrlubbe.weebly.com/video-tutorials1.html> ). There is a peer-tutoring program at Northgate. Space is usually very limited, so I encourage students to sign up as early as possible. For information contact Shirley McClelland ([mcclellands@mdusd.org](mailto:mcclellands@mdusd.org)). Students, parents, and guardians are also welcome to contact me at [LubbeK@mdusd.org](mailto:LubbeK@mdusd.org) or (925)938-0900 x2163 with any questions or concerns. I don't check my voicemail very often because I don't get many messages. Writing an email or asking someone in the main office to leave me a written note is the best way to get in contact with me.

I will be posting grades on homelink (<http://abi2.mdusd.org/abi/loginhome.asp>). I update the grades at least once a week, so they should never be very out of date. Parents and students can create a login in order to see their grades at [mdusd.k12.ca.us/homelink](http://mdusd.k12.ca.us/homelink). You will need the verification codes provided at walkthrough, or you can call the office to obtain the codes. I don't have access to the codes. I also post the homework assignments and handouts daily on homelink.

The textbook is available online in case students forget their books. A code is needed to access it. Here is the address and passwords needed to access the online book:

<http://www.glencoe.com/ose/index.html>

Access Code: EA82FB0728

## F. Expectations

- 1) Students will show respect to other students, the teacher, the classroom, the materials, and themselves. (This is Mr. Lübke's favorite rule.)
- 2) Students will raise their hand when they have a question or comment. They will politely pay attention during instruction time or when another student is speaking.
- 3) Students will not bring food, drinks, or gum into class at any time.
- 4) Students will be in their seats ready to work with the required materials when the bell rings. (See the tardy policy below.)
- 5) No electronic devices except calculators are permitted in class (including S.S.R. and Study Session).

## G. Consequences

- 1) The student receives a warning.
- 2) A parent/guardian will be notified.
- 3) The student is referred to the office and a parent/guardian is notified.

**Tardy Policy:** If a student is tardy 6 times they will be assigned a lunch detention. If they fail to attend the lunch detention they will be written a referral and assigned Saturday school.

## H. Links

- Mr. Lubbe's Website: <http://mrlubbe.weebly.com/>
  - Northgate Math Website: <http://northgatemath.weebly.com/>
  - Video Tutorials: <http://mrlubbe.weebly.com/video-tutorials1.html>
  - Calculator Buying Guide: <http://mrlubbe.weebly.com/buyers-guide3.html>
  - Homelink: <http://abi2.mdusd.org/abi/loginhome.asp>
  - Online Textbook: <http://www.glencoe.com/ose/index.html>
- Access Code: EA82FB0728

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Parent/student acknowledgment: Please sign below, indicating that you have read and understand the material on these pages. Thank you, Mr. Lübke

Print student name \_\_\_\_\_ Period \_\_\_\_\_

Student signature \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_