

# Procedure Packet for Mr. Jackson's Class

**Welcome to Mr. Jackson's math class! I am pleased to be able to spend the year with you! In order for our class to run smoothly, there are some procedures you will need to follow.**

## **1. Entering the room**

Please enter the room quietly and orderly. When entering the room you need to bring your 2-pocket folder, student planner, 3-subject notebook, calculator, and at least one pencil. Most days you will need to pick up any papers we will be using for the day on the desks to your right as you come in the door. Please remember to pick them up.

## **2. How to begin class**

At the beginning of each class, take your homework out from the night before and place it on your desk. In your student planner, record the homework assignment from the assignment board. Then, read the directions on the Smart Board and complete the first assignment.

## **3. If you need to sharpen your pencil or blow your nose**

Please try to remember to sharpen your pencil at the beginning of class. If you need to sharpen your pencil during class please get up quietly and go sharpen your pencil. However, if someone is speaking please wait until they have finished, before you sharpen your pencil. If you need a tissue, feel free to get up and get one whenever necessary.

## **4. If you forget your pencil**

If you forget to bring your pencil, please find one. I will have some pencils that I find as the year progresses. You are welcome to borrow these pencils if need be, but I wouldn't don't recommend making it a habit.

## **5. Turning in papers**

All papers, including tests or quizzes to be turned in should be placed in the trays between the two shelves on the wall. Your math period is written on your tray. If you are turning in make-up work, simply turn it into the tray (NOT ON MY DESK).

## **6. When you are absent**

When you are absent, you need to check the make-up work shelves at the back of the room. You should find the prepared sheet that explains what you missed. There should also be attached any worksheets we used that day. If you have any questions please ask your team and/or myself. You have the number of days you were absent to complete your work (ex; If you were absent for two days, you have two days after coming back to complete the work). **ALL WORK MUST BE TURNED IN!!** If you miss a quiz or test, I will usually remind you once to make it up (typically in Primetime or study hall). It is your responsibility to come to me in order to schedule your make-up assessment.

## **7. When you need help**

If at anytime you need help, please ask. You can leave a note on my desk, in the mailbox, or talk to be me before or after class if you are uncomfortable asking during class. My goal is for you to succeed. I am available during the day period 4 and 8. I can also arrange for you to work with me at other times.

## **8. Asking and answering questions**

If you need to ask a question please raise your hand. Do not yell my name, wave your hand, or get out of your seat. I will call on you and then you may speak.

## **9. Inappropriate Behavior**

If you misbehave during class, I will hand you a behavior slip. You are to complete the slip and I will collect it. Consequences are listed on the front wall.

## **10. Homework**

Expect math homework on most nights. Homework is designed to provide you with practice on the concepts learned in class. Homework will typically be recorded for completeness, but will occasionally be collected and graded. Homework will be assigned from the math book on some days and will be in the form of a worksheet on other days.

## **11. If you get sick during class**

If at any time you may have to throw up please leave and go to the restroom. You do not need to ask to leave. If you need to go to the nurse's office please ask me and I will give you a pass.

## **12. Restroom**

If you need to go to the restroom, please ask at the beginning of class, not during the middle. You must also have your handbook for me to sign before you leaving. Unless there is an emergency, you cannot go during the middle of class. The passes are next to the door.

## **13. Drills**

When a fire drill, tornado drill, etc. is announced, stay quiet and follow my instructions.

## **14. Visitors**

When a visitor enters the room, keep working quietly. You do not need to wave to the visitor or talk to them.

## **15. If you finish early**

If you finish your work early, you may read a book, study, or work on homework from another class. You may not sit and talk.

## **16. Recycling**

Please recycle all paper when possible. The blue recycling bin is located by the door.

## **17. Substitutes**

When there is a substitute for me, you are to treat them with the same respect you treat me with. If there are any problems with a substitute teacher two days of detention will be issued and other consequences may follow.

## **18. Exiting the room**

As the end of class, you must make sure your desk area is clean. There should be no paper on the floor or on the table. Make sure all supplies are cleaned up and in the proper place. You may leave when I dismiss you. Please push in your chairs when you are dismissed.

## **19. Retaking a quiz or test**

You are permitted to retake a quizzes and tests. Refer to the test retake guide for more information.

## **20. Grading**

Your math grade will be comprised of class work, quizzes, projects, and tests.

Parents are able to view student's progress online:  
(<https://www.sparcc.org/piv/piv.exe?action=signin>).

