Rigby’s Procedures             Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **HOMEWORK.**1. What is due today? If you look on the back whiteboard, I have an assignment on it. That is what you should have on your desk.  If you don’t have one, go get one from the binders in the back.
2. When is my homework considered late? Your homework is late if you turn it in after I collect it for the day. Late work can get a max score of 3.99. I accept late work until the week before end of Term.  If you turn in homework late, I take off half a Professionalism point. If you were absent, write “ABSENT” at the top and I won’t take points off.
3. How is my homework graded? I grade homework on completion. All work must be shown to get full credit. After grading, we’ll then go over the answers and any questions as a class.
4. If I just write in all the answers, is that ok? If you write ‘em all down when we are going over them as a class, that is dishonest. If you are stuck on a problem, come get help or ask a neighbor for *help* (aka no copying- also dishonest).
5. What if I get a bad score on my homework? Then redo it.  You can always redo an assignment and turn it back in! Just write “REDO” at the top.
6. I have questions on my homework, so when can I come ask you? You can come ask me before school TWThF or after school TWF. Olympic Time is a great time to get help from a teacher.
 | **SIS.**1. What if a grade is missing in SIS? You need to check some places:
	1. Your backpack or your locker.
	2. You need to check the “no name” basket.
	3. Check the crate where I pass back papers.
	4. If you find it, come and show it to me before or after school, OR hand it back in.
2. I’ve handed in all my stuff – why is my grade still low? It’s because either your homework scores are low, or your test scores are low.  You need to redo them.
3. Why do I have an “I” on my report card?  The reason you have an “I” on your report card is because you need to either finish a test or retake a test.   I will probably have you come in during Olympic Time, but you can come after school and take it too. You could also have an “I” because you need to be re-taught a concept during Olympic Time.
4. Rigby, can you check my grades ? Nope.  You need to check your own.  If you have any questions, print your grades off and bring them to me.
5. How do I check my grade?  You need to go to SIS.  You can get your username and password from the office.
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| **TESTS.**1. When can I retake a test? Any time before the term is over.  If you get below a “2”, you have to retake it.  If you get a “2” or higher, you can retake it if you want.
2. How much are tests worth? They are worth 75% of your grade (that’s a lot).
3. Do I need to keep my notes? YES!!!  I’m keeping track of what notes I hand out this term, and when you take the test, I’ll have you turn the notes in and get a grade on them!
4. How do I study for tests? There’s a few things you can do:
	1. Redo old homework problems on a separate sheet of paper and check the answers!
	2. Redo questions from the notes on a separate sheet of paper and check the answers.
	3. Ask Rigby to make you a worksheet.  I totally will. I’m helpful like that.
	4. Study for 3 days for an hour each time.  If you study 15 min before your test, it’s not gonna help much.
 | **QUIZZES.**1. How often will we have quizzes? A quiz will be given almost every day at the beginning of class. Quizzes are a quick way for me to see if you understand the material. You can makeup quizzes if you were absent.
2. When can I retake a quiz? Any time before the term is over.  These need to be made up during Olympic Time or before/after school.
3. How much are quizzes worth? They are worth one homework grade, which adds up over a whole Term.
4. Do I need to retake quizzes? You don’t have to retake ever quiz you get a low score on… but you SHOULD. It will help you to learn the material better and study for tests. Also, as an added bonus, raise your grade.
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| **DURING CLASS.**1. What do I need out?
	1. You need a writing utensil, homework, any papers in the pick-up basket, and your calculator.
	2. If you don’t have it all out when the bell rings, you’re tardy.
	3. On Olympic Time days, you get 1 minute after the bell rings to get your stuff out.
2. I have questions about my homework and my grades – when should I ask? Before/after school, or after class.  NOT IN THE MIDDLE OF CLASS.
3. I need to leave the class.  So how do I do it? You can’t leave without signing a hall pass.  If you don’t have it, borrow someone else’s.  Just place your hall pass on my desk or podium for me to sign and pick it back up when you return. If it’s an emergency and you have to go to the office, ask me first, and bring a note back from the office.
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| **ABSENT**1. I was gone yesterday.  What did I miss?
	1. If you look on the “Homework Schedule” at the back of the room, it will tell you what I handed out.  And the homework and notes from yesterday will be in the binders in the back.
	2. Look on my website:

[www.rigbymath.weebly.com](http://www.rigbymath.weebly.com)that will tell you what we did in class, and it will have the assignment there too!1. I’m going to be gone – what will I miss? I probably haven’t planned that far yet, so you either have to check my website or look on the “Homework Schedule” when you get back.
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