

# AIMS 2

## CLASSROOM POLICIES

**Mr. Lübbe**

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Dear Students, Parents, and Guardians,

I am excited to welcome you into my math class for the 2011/2012 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

**Description:**

**AIMS 2 is a course designed to support students who are currently enrolled in Algebra 1. There will be no homework assigned. The grade will consist of assignments and quizzes done in class as well as tests at the end of each chapter.**

### 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:

Class work	= 35% of class grade
Participation	= 15% of class grade
Quizzes	= 10% of class grade
Tests	= 40% 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. Students are responsible to make up assignments done during class if they are absent. About the only homework that students are responsible for in this class are studying for tests and quizzes and making up assignments that are missed due to excused absences

### C. Materials

#### Materials required for class include:

- Algebra 1 text book
- A reading book
- Sharpened pencils with eraser
- Pen with blue or black ink
- Pen with red ink
- A simple calculator (make sure it has a square root button)
- Binder with dividers

### 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, and class work. Students may keep one binder for intro and aims, but they should have separate sections for each, even if they are repeated. Students are required to have notebooks organized and up to date on a daily basis. Periodic and 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 after school tutoring appointment with me. I am also available for assistance before school from about 7:15 to 7:45. Students, parents, and guardians are also welcome to contact me at [LubbeK@mdusd.k12.ca.us](mailto:LubbeK@mdusd.k12.ca.us) 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](#). I update the grades at least once a week, so they should never be very out of date. I will also post the assignments and any handouts at [Homelink](#) daily. 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 the Attendance Secretary to obtain the codes. I don't have access to the codes.

I also have a website at [lubbe.weebly.com](http://lubbe.weebly.com) with a lot of useful links, documents, and info.

The textbook is available online in case students forget their books. A code is needed to access it. You can access it from my website or directly. Here is the address and the passwords needed to access the online book:

[PHSuccessNET.com](http://PHSuccessNET.com)

Username: baggins

Password: baggins

**F. Expectations**

- 1) Students will show respect to other students, the teacher, the classroom, the materials, and themselves. (This is Mr. Lübbe’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.

**Severity Clause:** A student who chooses to be severely disruptive, defiant, or whose behavior endangers the safety of other class members will be immediately removed and sent to the office.

**Repeat Offenders:** A student who repeatedly violates the rules may be removed from class at any time as necessary.

**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. A new lunch detention will be assigned for every tardy there after.

Please return the portion below this line only. Keep the rest in your binder.  
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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. Lübbe

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

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

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