

# Expectations for Dr. Hartman's Class:

## ENTERING CLASS?

**Lanyard** with **ID** around your neck.

NO Electronics, thank you (e.g., ipod and gaming device)

Cell Phones must be off or on silent and **PUT ON THE BLUE TAPE**

## PHONE OUT DURING CLASS? (This is a LSW Policy)

**Should NOT be!!!**

- 1st offense: I take the phone and keep until the END of the day  
I contact home
- 2nd offense: I take the phone  
I give the phone to security  
I write a referral / meet with administration

## BEGINNING CLASS?

**Read** the front white board when you come in & look for directions.

Be in your seat **before** the time "officially" starts.

Begin **doing** the warm-up

## TARDY? (This is a LSW Policy)

- 1st offense: I document the date
- 2nd offense: I document the date, we chat, and I contact parents
- 3rd offense: Serve a Tardy Detention
- 4th offense: Serve a Tardy Detention
- 5th offense: Referral to administration

## ENDING CLASS?

**Stay** in your seat until I dismiss you.

## LEAVING THE ROOM? (This is a LSW Policy)

(Forgetting a your materials.....Getting a drink.....Using the restroom.....)

1. You must have **your** planner (I will check that your name is on the front).
2. On the correct date, fill in where you are going and the time.
3. Have me sign it.
4. You must wear your ID around your neck.
5. Leave you cell phone on my desk.
6. Sign out and Sign in....see the ROOM SIGN IN/OUT SHEET

## CALCULATORS

**Bring** the calculator that has been check out to you (if applicable).  
I will **not** loan out additional calculators if one is forgotten.  
You are responsible for this piece of equipment.

## FOOD / DRINK (This is a LSW Policy)

Water is the **ONLY** thing allowed in the classroom

## GUM POLICY

Students may chew gum unless the privilege is taken away

## SUGGESTED: HEADING YOUR PAPER

Name
Section/Page
Date

Example:

Dr. Hartman 3.2 on page 121 2/15/2003
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## SUGGESTED: DOING WORK

Use **3-hole** punched paper.  
Make sure the holes do **not** get ripped.  
Use a **pencil**.  
Neatly **Organize** your work.  
Leave **room** to show your work. (Do not cram it all in at the top.)  
**Show your work!**

## TURNING IN WORK

Make sure you have a heading on your paper. Make sure the holes do not get ripped. Since organizational skills are key for success in any math class, you need to keep notes, homework and other work organized in some type of binder! Ripping out the holes prevents you from putting it back in your binder!

## GETTING WORK BACK

Look over your work and **learn** from your errors!  
**Place** the work in the correct section in your binder.  
Since the 3-hole are not ripped....the paper **will** stay put!!!

## TURNING IN LATE WORK

Make sure you head your paper.  
Make sure the holes do not get ripped.

At the **top**:

write **ABSENT** if you were absent when it was due  
write **LATE** if it's late.

## IF YOU KNOW YOU ARE GOING TO BE GONE

When you know....**let me know**.  
Make sure the **office** knows.  
I will try to get you all of the **work** you will miss.  
I will expect you to complete **all** work by the time you return to class.

## IF YOU HAVE TO BE GONE FOR A SCHOOL ACTIVITY

Make up (or at least make the arrangements):

Homework  
Quizzes  
Tests  
Etc...

**BEFORE** you are gone for the activity. This is a school policy...

## IF YOU HAVE BEEN ABSENT

You own the **responsibility** to find out what went on.  
Check my website ([isite.lps.org/dhartman/web/index.html](http://isite.lps.org/dhartman/web/index.html))  
Click on the appropriate math log  
Make up the work!  
You **must** complete that work in a reasonable amount of time (my discretion)  
You will use the **math testing room** before/after school to make up any  
**tests / quizzes** that you miss.

## TAKING A QUIZ, TEST, OR OTHER ASSESSMENTS

I must approve of any notes/aids to be used on any assessment.

## MAKING UP A MISSED TEST, QUIZ, OR OTHER ASSESSMENT

You will make up these in the math testing room.

## **MATH TESTING ROOM** (Location: B105)

Open: **M:** 3:15 – 4:15  
**T:** 7:15 - 8 a.m. & 2:15 – 3:15  
**W:** 7:15 - 8 a.m. & 3:15 – 4:15  
**Th:** 7:15 - 8 a.m. & 3:15 – 4:15  
**F:** 7:15 - 8 a.m.

## **NEED EXTRA HELP???**

**I'm here to help you! You'll find me before/after school in the TPC or B107.**

There are times I have meetings...we just need to communicate with each other!

## **THROWING AWAY GARBAGE**

Items should find their way **INTO** the brown garbage can NOT next to it =)  
Please use the BLUE container is for recycling!!!!

## **CHEATING**

As stated in the planner, "Any work that violates the rights of another in academic work or that involves misrepresentation of a student's work is considered dishonest. Scholastic dishonesty includes cheating on assignments and examinations; plagiarism, which means misrepresenting as one's own work that which has been done by another person; submitting the same substantially similar papers for more than one course without the consent of all instructors concerned; depriving another of necessary course materials; or sabotaging another's work. Lack of academic integrity may result in failure of an assignment and/or failure of a course."

## **CURRENT GRADE?**

Use the Pinnacle Internet Viewer (PIV)

## **RECOMMENDED MATERIALS:**

3-ring binder with 5 sections (i.e. 5 tabbed dividers)

Section 1: Procedures / FAQ

Section 2: Notes & Handouts

Section 3: Homework

Section 4: Quizzes

Section 5: New loose leaf paper

Pencils & erasers

Paper (i.e. 3 hole punched loose leaf)