



# Mr. Garvey's Notebook Organization



You are required to maintain a notebook / binder for this class; **this is not a spiral or composition book**. The following is a description of how your notebook should be organized. Your notebook will be divided into **FIVE** sections. If you have any questions on how your notebook should be organized, do not hesitate to ask me.

I will collect your notebook at random times throughout the semester. **The best way to get a good grade on a notebook check is keep it up to date. The grade counts as a quiz grade.**

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## **ALL PAPERS MUST BE IN THE RINGS, NOT IN POCKETS!!**

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### **Section 1** Class Information

- a) Class Syllabus
- b) Notebook Organization Sheet & Retest / Test Correction Policy
- c) Restroom Passes

### **Section 2** Notes / Note Handouts

- a) Your notes should be in Make sure you label your notes by the chapter, section, and the date.
- b) **If you are absent, you need to ask a peer to make a copy of the notes you missed or copy them from my website.**

### **Section 3** Class-work / Bell-work / Unit Test Reviews

- a) The **Class-work Assignment Sheet** is the first item in this section. This sheet should be filled out daily.
- b) All assignments graded in **BLUE PEN** should be placed in this section in order.

### **Section 4** Homework

- a) The **Homework Assignment Sheet** is the first item in this section. This sheet should be filled out daily and up to date like the one in class.
- b) All assignments graded in **GREEN PEN** should be placed in this section in order.

### **Section 5** Quizzes / Tests / Project Rubics

- a) All assignments graded in **RED PEN** should be placed in this section in order.

My parents and I have read and understand the "Notebook Organization Guide" and understand that I am required to keep a notebook for this class. Failure to maintain a notebook will result in grades of zeros when notebook checks are done.

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Student Signature and Date

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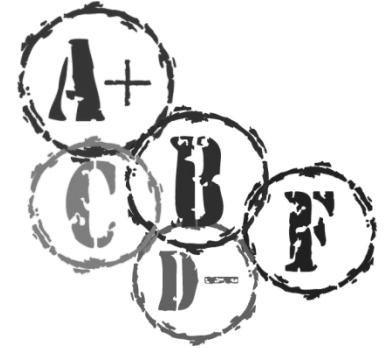
Parent Signature and Date

# Student Information for Foundations of Math 1

## Retest & Test Correction Policy

As per the **HHS Retesting Policy**, students are allowed to retest/test corrections up to 2 **tests** per 9-weeks. The grade that a student can receive is the highest grade in the next grade level above the one the student received on the original.

Original Test Grade	Highest Possible Retest Grade
F (Below 60)	69
D (60-69)	79
C (70-79)	89
B (80-89)	100
A (90-99)	100



### Retest

If you choose to retest a test, below is the procedure to follow:

1. **Retest must be taken within 2-weeks of the original testing date.** Any later than that and you will not be permitted to retest that test.
2. Retest can be started in seminar; but must be finished that same day after school (unless other arrangements have been made with me).

### Test Corrections

If you choose to do test corrections instead of retest, below is the procedure to follow:

1. **Test corrections must be done within 2-weeks of the original testing date.** Any later than that and you will not be permitted to test corrections on that test.
2. Do all corrections on a piece of paper, separate from your test. You must rewrite the original question (include any charts or tables)
3. Re-do the problems you missed correctly. **YOU MUST SHOW ALL YOUR WORK!!**
4. **Write a sentence** that tells me why you missed the question in the first place. (i.e., added wrong, forgot to bring down the negative sign, etc.)

**\*\*\*Explanations must be in complete sentences in order to get credit.\*\*\***

Assigned Calculator Number: \_\_\_\_\_

### iXL Log-in Information:

Website Address: [www.ixl.com](http://www.ixl.com)

Username: \_\_\_\_\_@havelockhs

Password: \_\_\_\_\_