

# Policy and Procedure

**Opening Activities**

**Notes**

**Daily Assignments**

**Bonus Participation Points**

# Opening Activities

**Collected every 8 weeks (4 X A Year)**

**Please complete on separate paper from notes**

**Please number them and keep them in order**

**Squeeze as many opening activities onto one page as you can (front and back)**

## **Due Dates**

**End of 1st Quarter - October 4th**

**End of 2nd Quarter - December 13th**

**End of 3rd Quarter - March 14th**

**End of 4th Quarter - June 30th**

# Notes

**Are not mandatory, but I encourage it**

**Can be turned in on the day of the test for bonus points  
(Must have a complete set) (4 lessons)**

**A tool to complete the dailys**

**Easiest way to prep for a test**

**Save them, they can be used on the semester final**

# Daily Assignments

**Due Sunday night by 5PM**

**Always open for at least 4 days**

**You will have 1 attempt**

**I will always provide at least 20 minutes to complete in class**

**Use the textbook, notes, Moodle slideshows to complete**

**Missed dailys cannot be made up, please make sure you complete and submit before the deadline**

**50 Free Extra Credit Points  
Per Semester  
Participation Points**

**Points are subtracted (5 at a time)for:**

**Class Disruptions**

**Anytime you request a pass**

**Excessive unexcused Tardies**

**Standing by the door at the end of the period etc.**

**Cell Phone Misuse**

**Anything that disrupts the teaching or learning process**

**Points are issued at the end of the semester**