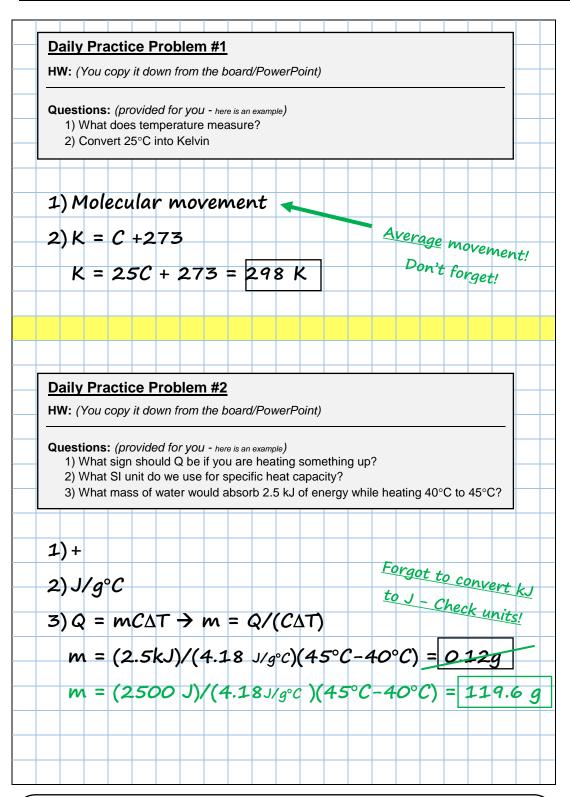
# **How to Set Up Your Daily Practice Problems (DPPs)**



- Daily Practice Problems (DPPs) are graded assignments.
- If you are absent you are required to make up the missed Daily Practice Problems. They can be found on the class website.
- You are responsible for knowing/understanding/following the formatting requirements.
- If you have questions about the formatting requirements it is your responsibility to ask.
- See the back of this paper for more details.



# More Details about DPPs

- 1) DPPs are to be completed in your composition book only. No paper(s) can be stapled, taped, etc. into the book and receive credit.
- 2) May only receive up to FULL credit if the work is done in the composition book on that date.
- 3) Composition books will be graded in class the same day whenever possible. You may sometimes leave them in class to be graded. Sometimes they will be graded later, or not at all.
- 4) When graded they may be graded for completion and/or accuracy. Sometimes part of the grade will be whether or not you finished your notes from the previous lesson.
- 5) Following instructions regarding formatting is not optional. If you do not follow the instructions you will not receive full credit.

## **Possible Situations:**

#### 1) ABSENT:

- You can find the DPPs on the class website. If possible, please print at home and glue into your notebook and complete at home before returning to school so you are not behind.
- If you cannot print at home as described above, then you must get the DPP slip from the absent bin and do the DPP.
- SHOW me that it was completed according to the standard absent procedure you get the number
  of days as you were absent. Absent one day, you get one day. Absent two days, you get two days.
- o If shown to me within the allotted number of days, I will stamp it.
- If there is no stamp for being absent, the students will earn no more than 50% of the points.

### 2) FORGOT TO BRING COMPOSITION BOOK TO CLASS:

- o If a DPP is completed on paper other than in the composition book, you cannot receive full credit.
- When a DPP is transferred into your composition book (as in written in), there will be no handwritten grade, but there will be a Transfer Stamp, therefore they may earn up to 75% of possible points for that specific DPP.
- You must show me your original graded DPP in order to get a Transfer stamp to show that you
  have transferred the DPP from binder paper into your composition book.
- o If there is no stamp for the transfer, you will only be eligible to earn 50% of the points.
- Transfer of work into the composition book must occur by the NEXT school day.
- o *Transfer.* Means to re-write the information in the composition book, not staple, tape, etc... the paper into the composition book

#### 3) LOST COMPOSITION BOOK:

- Don't lose your composition book...
- If you lose your composition book you will not have any of the handwritten grades, so there is no record of your scores. Therefore, your redone work will only be eligible to earn up to 50% of the points possible.
- I strongly suggest you scan or take pictures of your composition book to keep a record of your scores just in case you may have lost it.
  - If you do this, YOUR FULL NAME and THE DATE in INK must be written on each page so I know it is your work.

<sup>\*</sup>Requirements, formatting instructions, grading procedures, etc are subject to change at teacher's discretion. If changes are made you will be notified in class.

<sup>\*</sup> If a situation arises that is not discussed above, it is your responsibility to bring it to the teacher's attention immediately. If you have questions it is your responsibility to bring it to the teacher's attention immediately.