

Date: 04-22-2020

Subject: How to Turn-In Completed 4th Quarter Assignments (Algebra 1P-Mr. Ramos)

Please do your best to comply with the following guidelines:

1. Print a copy of the assignment for yourself. Then on the space provided on each page, write your complete Name (first and last names), Period Number. *Warning: Incomplete or missing labels may delay your receipt of corresponding credit.*
2. To keep your work neat and clean, I suggest that you do your work first on a piece of scratch paper. When ready to turn in your finalized **handwritten** work, **scan** it, save it as pdf document, then email it to this teacher with the “Subject” stating what that is for (Example: Assignment No. 401 from John Sebastian, Period 3). *Tip: Written work in black ink should come out clearer than those done with a pencil.*
3. No available scanner? Then take one or more good **cellphone pictures** of your work and attach the clearest picture(s) to your email to this teacher. But before you send them, re-check the quality of your pictures. If you cannot understand your work from those pictures, you might as well try different shots until you get clearer pictures.
4. Obviously, avoid submitting late assignments as we all don't have much time left for this school year which will end on June 02, 2020 for all students.
5. Ideally, you should do all the assigned problems. To determine the minimum number of problems within the “Acceptable Work Completion” range, multiply 60 percent or 0.6 times the number of assigned problems. Then round the answer to the next whole number.
Example: 3 problems as assignment. So, $0.6 \times 3 = 1.8$. Therefore, the next whole number is 2. So, you need to do at least 2 problems. As always, you must show ALL your work.
6. Keep the **original copy** of all your work as they will be required by this teacher for validation if you intend to submit a change of grade request later.
7. You still need to check your online **Aeries** account regularly to see your earned scores for your assignments; say, the following Monday after the Friday deadline.
8. Finally, assignments received by this teacher beyond the weekly Friday deadline will be considered LATE by next day. In fairness to those who turn-in work on time, the highest possible grade on any late assignment will be the equivalent of a C only. But for those late by ONE WEEK or more, will receive NO credit at all.

--Mr. Ramos