

Ms. Groves Guidelines

For Algebra Classes

2013-2014

(Revised AUG2013)

Dear students/guardians:

- Please read the attached course description and guidelines.
- Then sign below to acknowledge that you understand the course goals and expectations.

Thank you,
Ms. Groves

Student signature: _____ **Date:** _____

Guardian signature: _____ **Date:** _____

SPECIAL NOTES ON COMMUNICATIONS

- ◆ **Progress reports...** are available online and updated weekly on the BHS web site under the PASS tab. Contact guidance counselors for help with log in information.
- ◆ **Email...** is the best method to contact me. Please feel free to contact me with any questions, concerns, or comments. My email is pgroves@brunswick.k12.me.us.

Student Class ID #: _____
Student PASS Password: _____

1. Course Overview

My goal for this class is to...

- Teach the algebra topics outlined in the “Course Syllabus,” provided in a separate document
- Help students develop math study skills that they can use throughout high school

2. Materials Students Will Need For Every Class

- **Book**. It must be covered. **Bring your covered book to every class!**
- **Math binder**. A 1½-inch three-ring binder with 4 dividers **only used for THIS class!**
- **Three-hole punch loose-leaf paper** (recommend not using spiral paper).
- **Pencils**. Work completed in **pen will NOT be accepted**.
- **Calculator**.
 - **Academic Algebra I**
 - Students will not use calculators until the middle of Quarter 1.
 - Then your BJHS calculator will be adequate or buy a Texas Instruments TI-30X (~\$13).
 - **Algebra I Part I** The focus of the class will be to develop strong number skills and work will be done by hand and calculators will NOT be used.

3. Extra Help... Just ask!

- **In School Help**: My free periods are 3/4O, 3-4B, and 7/8O. Feel free to make a lunch date.
- **Before or After School Help**: Please schedule appointments to ensure I am available for you. See me before or after class or email me to schedule time.

4. Make-up policy...You are responsible for making up missed work. I will not chase you!

- **Excused absences**: You have 2 class periods to make up missed assignments, quizzes, and tests to receive full credit, and then all grades will become zeros. For special arrangements, see me the day you return to discuss extensions.
- **Unexcused absences**: Work will NOT be accepted until an excused absence pass is provided; once again you have 2 class periods to get credit for work.
- **Daily Assignments** will be posted on the bulletin board for you to see what you missed during your free time. At anytime during the day, feel free to quietly enter my room to write down assignments

5. Problem Resolution Process:

As a high school student, YOU are responsible for your actions and performance. I expect students to follow school policies and classroom rules. Proper behavior and attitude is critical for learning in the classroom.

The following actions will be taken if problems occur:

- ✓ **Strike 1**. Verbal Warning.
- ✓ **Strike 2**. See me directly after class to resolve issues.
- ✓ **Strike 3**. 1-hour detention for the next school day.

6. **Grading** YOUR GRADE IS WEIGHTED BASED TESTS, QUIZZES, HW, CLASS WORK AND YOUR MATH NOTEBOOK. CHECK THE ONLINE PASS SYSTEM FOR YOUR CURRENT GRADE.

- I. **Test and Notebook Tests (50% of grade)** dates will be **announced at least 1 week** in advance.
- II. **Quizzes (30% of grade)** may or may not be announced so it is vital to keep up with homework assignments. Many HW problems will be on quizzes. Announced and unannounced quizzes will count the same.
- III. **Homework and Class work (20% of grade)** is to practice the skills learned in class. **Expect approx. 1 hr of HW each class.** *Math is not a spectator sport!*

□ **Homework Grading Points**

- √+ (100) **PERFECT**- All problems attempted, work shown, follows HW format.
- √ (90) **GOOD**- Most problems attempted, work shown, follows HW format.
- √- (70) **FAIR**- Incomplete work. Unreadable. Did not follow HS format.
- R (10) **REDO** assignments for full credit and hand in next class.
Students will need to **REDO** HW done in pen and sloppy HW.
- NW/NC (3) **No Work, No Credit.** Answers only. Can NOT make up.
- EA (2) **Excused Absence.** See Section 4 for how to make up work.
- UA (1) **Unexcused Absence.** Work can not be made up.
- M (0) **Missing HW.** You loose 10pts each school day late;

7. **How to Organize Your Homework**

- ◆ **How to set up HW page?** See “HW example” handout in the HW section of your notebook.
 - ✓ Do HW in pencil.
 - ✓ HW needs your full name, date, and class period, in the top right hand corner of page.
 - ✓ At the beginning of each assigned section: write the section number, page, & problem #'s.
 - ✓ HW must be well organized and legible.
- ◆ **How to show work?** “I am looking for Quality”
 - ✓ Always write problem, show work, circle the final answer!
 - ✓ Clearly show all work necessary to show how you obtained your final answer. Show enough work so you can easily explain your work to a classmate.

8. **How to Organize Your Notebook** A well-organized notebook will help you develop good study skills, provide sample problems to do HW and study for tests, midterm and final exams.

- **Organize your notebook as follows:**
 - Place this Math Course Guideline and Syllabus documents first in your binder.
 - Label 4 Tabs: ► Notes ► HW/CW (homework & classwork) ► Tests/Quizzes ► Study Tips
 - Organize each section by date.
- **Notes:** Put date & section # on all notes & handout. Take notes on all overhead transparencies.
- **Grading-** you will be given **timed Notebook Tests** to measure how organized your binder is.
- **When can you Clean Up your Notebook?** After each chapter test, the following may be cleaned out of binder: class work, homework, and quizzes.

Classroom Rules...

RULES ARE SIMPLE:

1. Be Respectful
2. Be Responsible
3. Show Self Control

1. Be Respectful

☆ **Respect others**

- Be polite and cooperative.
- Remember to listen before you speak.
- **NO electronics** in classroom. Keep electronics and food in backpack.

☆ **Respect Property**

- Keep classroom clean. No food (including gum) or drinks in classroom! Only water in a clear bottle allowed.
- Use only supplies and paper located on student supply table.
- Return what you borrow to the same location and in the same condition you received it in.
- Please do not write on desks (or rulers).

2. Be Responsible

☆ **Be Prepared for Class**

- Bring all required materials (book, binder, pencils, paper, calculator & HW), and have on desk when bell rings to signify the start of class.

☆ **Follow schedules**

- Be on time and ready to start class when the bell rings.
- Turn assignments on time. Late HW is downgraded.

3. Show self control

- ☆ **Raise your hand** to speak. **Please be patient! Wait to be called on!**

Thank you and let's have a great year! — Ms. Groves