

Ms. Groves Guidelines

Academic Algebra 1

2025-2026

(Revised AUG2023 – removes standards grading)

Dear student and guardian(s):

After reading the information contained in this handout, complete the section below. Thank you, Paula Groves

I have read and reviewed the course goals and expectations. I understand the contents of this document and agree to abide by them. Then sign below to acknowledge that you understand the course goals and expectations. Thank you

Student name: _____

Signature: _____ **Date:** _____

Guardian name: _____

Signature: _____ **Date:** _____

**Please return this page to Ms. Groves
And put Guidelines in front in your binder**

Ms. Groves Academic Algebra Guidelines

SPECIAL NOTES ON COMMUNICATIONS

- ◆ **GRADES...** are available online and updated several times per week in “*PowerSchool*” ◆
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.
- ◆ **WEB SITE...** for more specific class information. This includes these guidelines, homework assignments, notes, tips, etc. Here is the link: <http://www.brunswick.k12.me.us/pgroves/>

1. Course Overview

Students will be assessed using a traditional approach based on standards set for algebra classes.

My goal for this class is to...

- i. Teach the algebra topics outlined in the “Course Syllabus,” evaluated using the traditional approach.
- ii. Assist students to successfully complete algebra-based graduations standards.
- iii. Help students develop math study skills that they can use throughout high school and college.

2. Materials Students Will Need For Every Class

- **Book** will be used every class **It must be covered at all times.**
 - You can leave your book in classroom. Place neatly on the designated shelf with your name on the spine of the book.
- **Math binder.** A 1½-inch three-ring binder with 5 dividers **only used for THIS class!**
- **Three-hole punch loose-leaf paper** (please do NOT use spiral paper).
- **Pencils.** Work completed in **pen will NOT be accepted.**
- **Calculator.** Students will not use calculators until the middle of Quarter 1. When your class starts using calculators, you can use your BJHS calculator or buy a TI-30X IIS (about \$13).
- **Laptops.** Bring your school supplied macbook to class to do online activities
 - **NO CELL PHONES will be used in class at anytime!** Students will put their cell phones in the hanging pocket holder (the Phone Hotel) for the duration of the class.

3. Extra Help... *Just ask!!!*

- I’m available during the following periods - 1B, 1O, and FLEX.
- I am also available after school by appointment.

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

- **Absences:** You have **2 class periods** from the day you return to make up missed assignments, quizzes, and tests to receive full credit.
 - Email me during your absence if (1) you want to pick up work in the main office; or (2) request special arrangements and/or extensions for work.
- **See Chapter Assignment Sheets** (posted on my website) for missed work. Students will receive a handout with all assignments, tests, quizzes, and their due date for each chapter. It will be also posted on my website.

5. **Algebra Standards:** This class will cover 3 graduations standards: Numbers and Quantity (NAQ), Algebra (ALG), and Functions (FUNC). More information on these standards are posted on my website: <http://www.brunswick.k12.me.us/pgroves/algebra-graduation-requirements/>

6. **Grading** CHECK **POWERSCHOOL** FOR YOUR **CURRENT GRADE**. I update grades frequently. A. **Assessments** (90% OF GRADE) includes tests and quizzes.

- NO MAKEUPS will be provided.

B. **Habits of Work** (10% OF GRADE) includes homework, classwork, and your notebook.

i. **Homework and Class work** is to practice the skills learned in class. Expect about 1-hour of HW each class.

□ **Late Homework** – ***Math is NOT a spectator sport !***

- Late HW – lose 10 points each school day late (including day due).
- Late HW is NOT accepted after taking the Chapter Test. □ **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;

□ **How to Organize Your Homework**

◆ **How to set up HW page?** See “HW example” handout.

- ✓ Do HW in pencil. ✓ HW needs your full name, date, class period in the top right hand corner of page. ✓ At the beginning of each assigned section: write section, page, & problem #'s.
- ✓ HW must be well organized and easy to read.

◆ **How to show work?** “I am looking for Quality” ✓ Always write problem, show work, and 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.

ii. **3-Ring Binders** 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.

□ **How to Organize Your Notebook**

- Place this **Math Course Guideline** and **Syllabus** documents first in your binder.
- Label 5 Tabs: ► Notes ► HW/CW ► Tests/Quizzes ► Study Tips
- Organize each tab by section number and/or date.

□ **Notes:**

- Put date & section # on all notes & handout.
- Complete all note taking handouts thoroughly and accurately.

□ **Grading:** Binders will be randomly checked and graded.

□ **When can you Clean Out your Notebook?** After each Chapter Test, you may remove class work, homework, and quizzes.

7. 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.

CLASSROOM RULE ARE SIMPLE:

Show Self Control, Be Respectful AND Be Responsible

1. Show self control

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

2. Be Respectful

☆ **Respect others**

- Be polite and cooperative.
- Remember to listen before you speak.

☆ **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.

3. Be Responsible

☆ **Put your Cell Phone in the Phone Hotel when you enter the classroom and leave until end of class**

☆ **Be Prepared for Class**

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

☆ **Follow schedules**

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

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