

Ms. Heft: michelle.heft@gmail.com

Expectations:

As you have learned throughout your many years as a student, what you take away from a class really depends on what you put into the class. I expect you to make the effort to do your best at all times. Many of the topics that we will cover in this course will require you to recall the mathematical concepts you learned in previous math classes. You will need to put the time into this class that it will take for you to achieve a high grade. I am here to help you understand the different topics presented throughout the semester. I promise you my best effort and hope that you will give me the same. If you put effort into your work, I am sure you will be pleased with the outcome.

Classroom Rules – 5 P’s

1. Be **P**rompt – Be in your assigned seat before the bell rings. Meet deadlines.
2. Be **P**repared – Bring necessary materials, including homework. Study for tests.
3. Be **P**olite – Respect school property and those around you. Discipline yourself so others don’t have to!
4. Be **P**roductive – Participate arduously in all class activities. Follow instructions. Use your time and energy wisely. Finish all work. Everything has its time!
5. Be **P**ositive – My expectations for you are to: set high academic and personal goals, be a problem solver, help others, and as for help when necessary.

Grading:

Grading Policy/Standards	Class Materials you must bring everyday
Your grades are based on the weight system and equal the following percentages: <ul style="list-style-type: none"> • Quizzes (15%) • Tests (55%) • Classwork/Homework (12%) • Participation/Readiness (6%) • Online/Project Assignments (12%) 	<ul style="list-style-type: none"> - Recommended three ring binder - No.2 pencils or Mechanical pencils - Recommended scientific calculator - Loose leaf - This syllabus placed inside your binder

In all classroom situations...	Be Respectful	Be Responsible	Be Safe
<i>Topic/ Situation</i>	<i>Expectations & Routines</i>		
Absences	CANNOT BE AFFORDED. Numerous absences will jeopardize your success. It is your responsibility to get any notes or work missed when you return from an absence. ASK a classmate or the teacher before or after class or check Jupiter Grades. Do not interrupt class time. https://login.jupitered.com/login/		
Food and drink	Please enjoy your food and drink outside of class. Plain water is allowed in the classroom but no sodas, vitamin water, propel or flavored waters are allowed.		
Getting help	I am available after school on Tuesdays, Wednesdays and Thursdays. Feel free to stop in and ask for help if needed.		
In-class assignments and homework	The majority of our work is done during class time please use your class time wisely. When we are in the computer lab working on a project or assignment please make sure you are working not checking email or playing games.		
Personality conflicts/ difference of opinions	You will potentially be asked to work with classmates with whom you do not get along. Regardless, be respectful. Keep in mind that this is usually for a limited duration. Working effectively with those whom you may differ is an essential skill for your future! If the situation is intolerable, please see me privately and be ready with some alternative ideas/ solutions.		
Restroom/ locker	Whenever possible, use the restroom and get items from your locker between classes. If you must use the restroom or go to your locker, please wait until instructions/whole-class activity such as note-taking or example problems are completed. Be sure to ask for permission, use a pass, and do specifically what you asked in as quick a manner as possible.		
Materials in the classroom	Upon leaving the classroom, all materials should be returned to the designated locations.		

Tests/Quizzes/Projects:

Your grade in this course will be based upon both achievement and effort. You should understand that the two of these normally go hand in hand. You will be given approximately three or four exams per marking period. You will know well in advance about all exams. Quizzes will be given throughout each marking period. There may on occasion be pop quizzes. Most assessments will be cumulative, that is, they will contain material we have covered throughout the year, not just the most recent topic.

Homework:

Homework will be assigned on a daily basis. In order to receive credit for your homework, you must show your work. **ANSWERS ALONE WILL NOT RECEIVE POINTS!!!!** You will not be permitted to turn in late homework. Homework assignments will be reviewed in class or collected. Students are expected to make necessary corrections as needed and to include appropriate work. If students receive partial credits, they can redo the assignments under *teacher supervision* and receive additional credits. Copying another student's work at any time *will not* be tolerated.

CHEATING, COPYING AND PLAGIARISM:

Just don't do it!!! Cheating, copying and plagiarizing are forms of dishonesty. Students caught copying will receive a zero for the assignment or test. Allowing someone to copy your completed paper will result in a zero for you as well.

Plagiarism: *to use the words or ideas of another person as if they were your own words or ideas.* Source:

<http://www.merriam-webster.com/dictionary/plagiarize> **Do not copy directly from the Internet source and try to turn it in as your own work.** Changing one or two words from an Internet source is still plagiarism. Read the information, process the information, and then rewrite the information in your own words. Students who plagiarize receive a failing grade for that assignment.

CLASSROOM PROCEDURES and EXPECTATIONS

- You are expected to be in the room and in your seat before the second bell rings, otherwise you are LATE.
- You are expected to come to class prepared for all class meetings unless otherwise stated.
- Uniform rules and ID badge requirements are to be followed.
- You are expected to take notes during lectures and do all required class work that is assigned during our meetings. Classwork grades depend on whether or not you take notes.
- Homework is also a requirement and will be checked randomly, so it is in your best interest to make sure that it is completed at all times.
- Upon leaving the classroom, all materials should be returned to the designated locations, such as calculators, rulers, and etc.
- If you are absent it is **your** responsibility to get the missed work and turn it in.
- You are not dismissed by the bell; the teacher dismisses the class.
- Certain things are understood such as raising your hands to ask or answer a question, remaining in your seat during class, respecting others space by not touching them or throwing things; not using profanity or vulgar language, and remaining on task.
- Bathroom trips are a privilege and will not be abused. Only one person will be allowed out of the room at a time.
- Giving up is not an option in any of my classes, so expect to bring your "A" game every day.

Suggestions for Success:

1. Check the website each night to see what the homework assignment is and to watch for upcoming tests/quizzes.
2. If your child says they are done with the homework assignment, have them show you the completed assignments. This will help you see how your child is progressing and also lets them know that you are interested in what they do.
3. Establish a daily study time.

Dear parents/legal guardians

I welcome you and your son/daughter in my classroom. Please read this syllabus with your child, sign it and return it with your child. If you have concerns or questions, PLEASE contact me through the school. Students please bring this syllabus signed and show it to me for credit. This syllabus must remain in your Algebra I binder at all times.

Student's name _____ Date _____ Period _____

I have read the course syllabus and agree to pledge all my support and cooperation in urging my son/daughter to comply with the above requirements, rules, and policies.

Parent Name _____ Best time to call _____

Parent/Guardian Signature _____ Daytime phone # _____

Parent/Guardian Email _____