

Course Guidelines: Algebra-2 AA

Mrs. Cotton

Textbooks: "Algebra-2" - Students can access the textbook online. HOWEVER, interruptions in internet service will not be an adequate excuse for late or missing work. Access the online textbook from Mrs. Cotton's webpage. Then login using the userid "FirstLast", and the password "cotton."

Materials Needed

- 3-ring binder (minimum 1") – I suggest a heavy-duty version with locking rings.
- Loose leaf paper (raggedy, spiral edges will not be accepted.)
- Graph Paper (3 hole punch)
- Pencils, erasers, etc. (work done in pen will not be accepted.)
- Scientific Calculator Required, Graphing Calculator Recommended.
- Book Cover (You may not use contact paper or other book covers that adhere directly to the book and leave a sticky residue. A brown grocery bag will work, and there are many book cover styles available at Walgreens, etc. If you choose a "stretchy" cover, keep in mind that the math books are pretty big and some stretch covers don't fit.)

When the bell rings, you will:

- Be in your seat, quiet, with your class materials out, including homework. Begin the posted warmup activity.
- Be marked tardy if the above conditions are not met.
 - 1st tardy – warning.
 - 2nd tardy – warning / parent contact.
 - 3rd and subsequent tardies – detention.
 - If a staff member causes you to be late, you must bring a note, or will be marked tardy.

Grading Requirements (approximate values only, and may vary each quarter)

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| • ~50% - Tests | • A - 90%-100% |
| • ~25% - Quizzes (scheduled & "pop") | • B - 80%- 89% |
| • ~20% - Daily Work (homework & classwork) | • C - 70%- 79% |
| • ~5% - Notebook (may be graded 1 st quarter only) | • D - 60%- 69% |
| | • F - 59% or lower |

I will issue progress reports every few weeks. Students are expected to share grade progress reports with parents. Students will be required to have a progress report signed near midterm each quarter. Parents should register for an account on PowerSchool to monitor student progress online.

Credit will only be granted when:

- The assignment is complete, in pencil, on 3-hole punched loose-leaf paper, 3-hole punched blank paper, or 3-hole punched graph paper. (Rough, spiral edges are unacceptable.)
- The student's "Cotton ID Number", name, date, and assignment are printed in the upper right hand corner.
- All work is shown as taught in class. ("I did it in my head" or "I did it on my calculator" are not acceptable responses.)
- The assignment is single-sided. (Student work will often be scanned, and the backs of pages cannot not be scanned or graded. Please note that rumples, messy pages cannot be scanned either.)
- The assignment is submitted on time.
 - Assignments are due when the bells rings, and will be considered late if not available at this time.
 - Most work will be accepted for partial credit up to 2 days late. But to receive any late credit, the work **must** be complete.

Course Guidelines: Algebra-2 AA

Mrs. Cotton

- Completed work turned in after 2 days late will be acknowledged as completed, but will not receive credit. (There will be “bonus” rewards for students completing all assignments each quarter.)

Help Night

Help Lunch may be rescheduled if needed, but will generally be **Wednesday 2:40-3:30**. Students should come to Help Night with specific questions to make these sessions effective. Help Night may be changed if necessary later in the year.

AA Status

Students are expected to maintain an A/B average to retain AA status.

Makeup Work

When a student is absent and returns to class, he or she should check online and in their file folders to see if any work was given out while he or she was gone. They may complete the missed assignments, and include them in their notebooks, or turn them in if they were collected. They may do this before the beginning of class or if there is time, at the end of the class. This only applies to an excused absence such as illness, etc. and when their parents have provided a note (see Student Handbook for policy). Much of this work will be posted on the web (<http://homelink.cps-k12.org/teachers/cotton/>) and if students don't have access to the Internet at home, they may use either the Computer Lab-322 or the Library to print these materials prior to coming to class. (It is expected of students to obtain the missed materials such as class notes, punch holes if necessary, and keep them in their 3-ring notebooks.)

Students have an extra day for each day missed to submit assignments (excused absences only). For extended absences (more than 3 days,) please contact the teacher to make arrangements. It is always the **student's** responsibility to obtain makeup work and submit it before class to the teacher. The teacher will not seek out the student to make sure homework has been done.

If a test or quiz is missed, immediately upon returning to class, students must arrange a time to makeup the quiz/test with Mrs. Cotton. If he or she fails to make arrangements within a week of returning to class he or she will be given a zero for the test/quiz. Makeup tests and quizzes should be taken during study hall whenever possible. Whenever possible, please email Mrs. Cotton (CottonL@cps-k12.org) during your absence to arrange your makeup test or quiz. This will help prevent lost time and confusion upon return to class.

Showing Work

For credit to be granted on any assignment in this course (homework, quizzes, tests, etc.) all work must be shown. Examples of acceptable “work” can be seen in class notes and in-class examples. This is what is necessary to succeed in math, and therefore a requirement in my class. Responses such as “I did it on my calculator” or “I did it in my head” will not be acceptable unless specifically stated by the teacher prior to completing the assignment. As some concepts become more clear, the amount of work necessary for credit will be reduced, and the class will be notified at this time by the teacher. As a WHHS Alum, I know that getting in the habit of showing one's work will teach students to think and communicate their ideas logically, and prepare students well for future math and science courses.

Projects

Students may be completing projects this year. Details will be distributed later.

Technology

We may be using the computer labs at school throughout the year. Students are expected to follow all technology rules to keep their accounts in good standing. Students will not be required to complete any

Course Guidelines: Algebra-2 AA

Mrs. Cotton

work requiring a computer at home, but they may have assignments that require work outside of class. Students have access to computers at school 7am-3:30pm.

Parent Involvement

If a parent has concerns about their child, you may contact me through a variety of ways: note through the student, v-mail: 363-8459, or email CottonL@cps-k12.org. (I check my email VERY frequently, and this is my preferred method of communication.) If a student needs help, they should attend scheduled Help Nights.

I will have as much course material as possible posted to my web page (<http://homelink.cps-k12.org/teachers/cotton/>). This may include these course guidelines, course syllabus, daily class notes, quiz and test solutions, and often answers to homework problems. If possible, please check the web page often to help keep up with your student's coursework. This can be a valuable resource if your child is ever absent. Please use **PowerSchool** to monitor your student's progress online.

Notebooks

The Notebook (binder) will include all work done during the quarter such as homework, class work, notes, etc. (This notebook must be a 3-ring binder, 1" minimum, with loose-leaf paper. I suggest a heavy-duty version with locking rings.) It is crucial that students maintain this notebook, as it will contain everything they need to succeed in this course. They will be given handouts that will be used for instruction; students will take daily notes (in class and at home when pre-reading), and work in-class examples. When filed in their notebooks with daily homework assignments, they will have the perfect study tool to help prepare for tests and semester exams. The notebook must be divided into the following sections:

- Warmups (Each entry must be dated, and labeled with the section of the text it covers. You may write multiple warmups on the same piece of paper.)
- Notes (include notes, handouts, and other in-class materials,) in chronological order.
- Homework (in reverse chronological order, i.e. newest on top.)
- Tests & Quizzes (chronological or reverse chronological.)
- *You may add additional sections if/when needed, but the above sections are required.*
- *Remember to label the upper right hand corner of every page with your "Cotton ID Number", name, date, and assignment, and to make notes single-sided so they can be randomly scanned.*

Cotton Cash

Students will receive one dollar of Cotton Cash at the beginning of each quarter. It will have a specific ID number and may not be copied or duplicated (this is cheating.) They may also receive Cotton Cash throughout the quarter to recognize excellence. Students who have completed every homework assignment throughout the quarter ("no zeros") will earn an additional dollar of Cotton Cash by the end of the quarter. Students who submit their signed progress report on time (around midterm) each quarter will earn an additional dollar of Cotton Cash. Cotton Cash can be cashed-in for (with the permission of the teacher):

- Trips to the restroom or water fountain.
- Excusal from a detention.
- Excusal from one homework assignment per quarter.
- Up to 5% bump-up on their quarter grade at the end of the quarter, 1% per dollar of Cotton Cash. (*I almost never curve – you can earn your own curve by earning Cotton Cash.*)

Recommendations for Success:

- Pay attention and participate in class.
- Complete homework assignments every night, including the pre-reading.
- Always show all your work.
- Follow directions.
- Consistently and thoroughly complete all assignments.
- Adequately prepare for tests.
- Seek help when it's needed.