

**Algebra II Syllabus
Walnut Hills High School 2008-09
Mr. Miles**

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“Help Night”

Thursday, 1st Lunch

<u>Grading Scale</u>		<u>Course Grading/Categories</u>		<u>Typical Point Values*</u> (<i>Values may vary. Other items may be added and placed in the appropriate category.</i>)		
A → 90% +	Quarter	Daily Work	Tests/Quizzes/Projects	Tests:	100 points	Notes/Notebook items*: 4 points
B → 80 – 89%	Q1	25%	75%	Quizzes*	20 or 40 points	Notebook quiz*: 12 points
C → 70 – 79%	Q2	30%	70%	Daily Work:	4 points	Notebook*: 20 points
D → 60 – 69%	Q3	35%	65%	Projects (if given):	TBA	* <i>If included as part of grade.</i>
	Q4	40%	60%			

Class Expectations

1. BE *respectful!*
 - No talking without permission, particularly when others have the floor. Raise your hand and wait to be called on before giving answers, commenting, etc. No horseplay. No food or drink without specific permission (bottled water and gum are permissible if not stated otherwise...do not put gum on desks, clean up spills/drops). No hats or “du rags.” Sit up in class.
2. BE *prepared!*
 - Have your materials and assigned work.
3. BE *on task!*
 - Do what you are to be doing at all times. Pay attention, take notes. Unless you are told otherwise, if the teacher writes it - you write it...even if you “have had it before/already understand” or think that it is “easy.”
 - Be doing the work that is assigned, when it is assigned, in the manner assigned. Do not “save it for home.”
 - Be **mentally** on task and stay focused. **Concentrate** on the task at hand.
 - *Participate!*
4. BE *on time!*
 - Be present in class, on time, the entire time.
 - Be in your assigned seat when the bell rings. Remain seated unless give permission to do otherwise.
5. BE *honest!*

Preparation for Class: Bring the following items to class each day unless specifically told otherwise.

There is to be **NO BORROWING OR LOANING during class.** (“Neither a borrower nor a lender be.”)

- Textbook
- Math Notebook (3-ring binder. See “Notebook” on the next page.)
- Paper. Loose-leaf/filler paper is preferred. Only turn in work that is on loose-leaf paper or other paper without “spiral notebook edges”...do not leave scraps on the floor.)
- *Multiple* pencils (mechanical pencils are preferred, sharpen pencils in advance if they are not mechanical), pens (do not use red or green), and erasers.
- Small stapler with staples, *optional*.
- Small three-hole punch (that fits in a binder), *optional*.
- Assigned work. Completed and ready to turn-in (properly headed, stapled if necessary, etc.) upon entering the classroom. *Unless stated otherwise, Daily work is due the next class after it is assigned and may be collected at that time, at any time thereafter, or not at all. The primary function of Daily Work is to give the students practice!*
- Any other materials that are indicated in class...e.g. graph paper)

**PLEASE BRING IN A BOX OF FACIAL TISSUES.
(This is optional but encouraged.)**

Restroom/Hall Passes

Students have **two** restroom/hall passes per quarter. Exceeding this total may result in being kept after school.

Daily Work (this may be begun, or even completed, in class)

- Daily work grades may be based on completeness, effort, correctness, neatness, the meeting of credit criteria, or a combination of these elements.
- There will be daily work assigned most days.
- Parents are asked to confirm the assignment, or lack thereof, and have their child show them the completed work.
- Any grades from notes or notebooks would be included as part of the Daily Work grade. Such grades may include collecting or checking the entire notebook or any materials that are to be in the notebook. They may also include notebook quizzes.

Notebook

The math notebook is to be a 3-ring binder that contains all notes, daily work, tests/quizzes, and other work for the current quarter and current chapter. It is also to contain this syllabus and any other items, as instructed. The notebook is to have dividers separating it into the following sections: Daily Work, Notes, Tests/Quizzes, Handouts/Miscellaneous. Additional sections, such as a "Graph Paper" section, may be added. All items in the notebook are to be correctly headed and arranged in the appropriate sections, *in order by date*, with the most recent item on top.

All class notes are to be *handwritten in the student's own handwriting*. When absent, the student may copy the notes of another student but this must be done *by hand*, a photocopy is not acceptable.

Notes

Unless the teacher has specifically indicated otherwise, the class notes are to contain *everything* written by the teacher during the "lecture/new material" time of class. ("If I write it, you write it.") The notes are to also contain any other material that the teacher instructs the students to include.

Notes are to be begun on a fresh sheet of paper. They should not be included on the same page with daily work, notes from other days, etc

Work Expectations: THESE EXPECTATIONS SHOULD BE TAKEN SERIOUSLY BY STUDENTS!

Work that does not meet the requirements given below, or under "Heading of Papers," may be penalized. With Daily Work, this may mean a grade of zero.

- Complete the assignment: In order to receive *any* credit, daily work is to be complete. All problems, and all parts of the problems, are to be completed. Writing a question mark, "Do not understand," etc. is not sufficient.
- Show work: Students are to copy the original problems, work *in columns*, and show *all work* – one step per line (sometimes multiple steps may be combined but a student doing so does run the risk of losing partial credit or having the problem simply marked incorrect). **The work is to be shown as demonstrated or instructed by the teacher in class.** This applies to homework, tests, quizzes, Start-Up problems, and any other problems.
- Highlight answers (circle, cloud, box, highlight marker, etc.). *Underlining is not sufficient.*
- Use loose-leaf paper (or other paper without "spiral notebook edges") only.

- Daily Work, tests and other assignments are to be completed in pencil. Notes may be taken in pen.
- When going over work in class, students are to use pen *ONLY*. No pencils should be out. Write "Corrections in pen" (in the color being used) at the top of the paper. Answers should not be changed in any way but corrections may be shown on the paper in pen.

- Daily work is to be begun on a fresh sheet of paper. It is not to be included on the same page with notes, work for other days, etc.
- Head all pages correctly as explained below. If there are multiple papers, staple them together in the upper left corner.

- Give *exact* answers. If the answer does not come out evenly, and an exact answer may be provided in either fraction or decimal form, then: (1) Use fractions when the original problems contain any fraction(s), (2) Use decimals when the original problems contain any decimal(s), or (3) Use either one when the original problems contain neither or both.
- Provide all fractions in lowest terms unless specifically told otherwise. This includes the fractional part of mixed numbers.
- Simplify all answers as much as possible unless directions or the specific problem dictate otherwise.

- Daily Work is to be *ready to turn in* upon coming to class. *Students are not to be heading or stapling papers once they have been asked for in class.*
- When going over work in class, students are to use pen *ONLY*. No pencils should be out. Write "Corrections in pen" (in the color being used) at the top of the paper. Answers should not be changed in any way but corrections may be shown on the paper in pen.

Heading of Papers

All assignments are to have the following, in order, in the upper right corner unless otherwise directed:

STUDENT ID NUMBER (given in class)

DATE

ASSIGNMENT*

- * Give the page and problem numbers on Daily Work (where applicable).

* Sample ASSIGNMENT lines:

For Daily Work: p. 220 (#2-14 even) OR

p. 227 (#1-5 odd) and p. 238 (#1-5, 3-21 X3)

For notes: Notes 2-1 or "Notes on *topic*" (if not on a specific section)

For Start-Up: Start-Up

If a student turns in multiple pieces of paper for the same assignment, then subsequent papers are to be headed like the first.

Students are responsible for...

Students are responsible for everything in the sections covered. This includes everything in the reading, whether discussed in class or otherwise, as well as any problems at the end of the section, whether assigned or otherwise. There may be a large number of problems in a section. Most of the time, students will not be *required* to work them all. However, they are encouraged to look them over in case there is something about which they have a question.

Quizzes

Quizzes may or may not be given and, if given, may or may not be announced in advance. Start-Up problems may also be used as quizzes (see below). "Notebook quizzes" would not count as quizzes but as part of the Daily Work.

Progress Reports

Math progress reports will be distributed in class. Students are to obtain a parental signature for each report. The signed report is due the next class period and may be counted as part of the student's Daily Work grade. Students may receive detention for failing to return a signed progress report on time.

Start-Up problems

If Start-Up problems are utilized then students are to begin them immediately. There is to be no talking during this time. Start-Up problems may be collected and counted for a quiz grade, or as part of the Daily Grade, with or without notice being given prior to the time that the problems are actually collected.

Absences/Make-Up Work:

- Simply missing one or more test review days does not excuse a student from taking the test on the day that it is given.
- Students are still responsible for *all* information covered in class, and in assignments, on days of absences. This applies to tests, quizzes, and all other parts of the course unless the student is specifically told otherwise.
- When a student does not take a test when it is given in class, he/she should see the teacher and ask whether a make-up of the test will be permitted (typically it will be). If a make-up of the test is permitted, then the student needs to find out when it is to be taken. The student *may* be required to take the make-up test that day. For an unexcused absence, the student may be denied the opportunity to take the make-up test. **A student may be denied the opportunity to make-up a test if he/she does not make arrangements to do so on the day of his/her return or if he/she does not do so by the time indicated by the teacher.**
- Please note that make-up tests will not necessarily be the same, or of the same difficulty, as the original test.
- Students will not necessarily be permitted to make-up quizzes. A student missing a quiz may instead be excused from said quiz or, if the absence was unexcused, the student *may* be assigned a grade of zero. A student's grades will be based on test grades and any quiz or Daily Work items for which he/she has received grades.
- Missing Daily Work would receive a grade of zero unless the teacher excuses the student from the missing assignment(s). Typically students would not be excused from Daily Work but, if a student is excused from an assignment, then that student will not receive a grade for it. When absent, students are to call a classmate for the assignment unless too ill to do so.
- **In general, make-up Daily Work may be turned in later by one day for each (consecutive) day that the student was absent at the time the assignment was assigned or collected.**

Notes:

1. If a student is absent and wishes to submit an assignment, he/she is permitted to send it in with a friend or family member or fax it to the school (363-8420).
2. When absent, students are encouraged to call a classmate for the assignment.
3. If students are excused from certain items, then the remaining items in the category will carry more weight. In an extreme situation, a student's grade could be based entirely on test grades (though this is an unlikely scenario).
4. Even if a student is excused from Daily Work initially, that student is still responsible for completing the work and having it in his/her notebook. If the work is collected at a later date, he/she is still responsible for having it at that time. (If only a short time has passed and there is a question, see the teacher.)
5. Students are responsible for having notes in the notebook for those days on which they are absent. As with Daily Work, the student may be excused from having them initially but is still responsible for having them later. (Again, if only a short time has passed and there is a question, see the teacher.)

This syllabus may be amended at the teacher's discretion.

Syllabus Acknowledgement

Please inquire about any questions that you have regarding the syllabus provided before completing the form below.

We have read and understood the course syllabus for Mr. Miles' Algebra II course:

Parent Signature/Date: _____

Parent Signature/Date: _____

Student Signature/Date: _____

I would also like to provide my email address:

Name: _____ Email: _____

Name: _____ Email: _____

Student: _____ Email: _____