

Operating Procedures and Course Guidelines

Course info:

School: Case High School
Class: Algebra A
Instructor: Mr. Fair

Contact info:

Phone: 619-4200
Voicemail: 631-7174 --> mailbox: 91143)
E-mail: mathfair@yahoo.com

Materials:

1. Spiral Notebook
2. Pocket Folder
3. Pencil (pen for notes only)
4. Math Textbook
5. Scientific Calculator (optional)

Web site:

<http://www.geocities.com/mathfair>
(includes grades by student #)

Weekly newsletter:

<http://groups.yahoo.com/group/mathfair>

Subscribe: mathfair-subscribe@yahoogroups.com

Unsubscribe: mathfair-unsubscribe@yahoogroups.com

Notes:

All notes should start on a new page of your notebook, be dated, and copied neatly. Notes will be given daily and will include definitions, properties, procedures, examples and practice problems. The purpose of the notebook is not to keep you busy or be some kind of punishment; the purpose is to help you with assignments, quizzes and tests. Also, since there will be ideas mentioned in class that are not in the textbook, they should be recorded for future reference. The notebook will be collected after each chapter and graded on completeness. If you are absent, you are responsible for making up missed notes by borrowing a friend's notebook. Failure to make up notes will result in a reduction of the notebook grade and valuable information being missed.

Homework:

Homework will be given daily and should be recorded in the notebook following the daily notes. Every effort will be made to give students time to begin the assignment during the class period, but very often it will need to be finished in study center or at home. Students are expected to finish their assignments ON TIME. Homework will be corrected each day and assigned one ON-TIME point. (Students will exempt from the ON-TIME Points when absent.)

Every week, a Homework Check will be given that will determine your homework grade. Each Homework Check will consist of three to six randomly chosen problems, one from each of the previous weeks assignments. Using only your notebook and/or pocket folder, you are to copy the problems in pencil as they appear in your completed assignments (use of pen will result in a 15% penalty). Every Homework Check will be worth fifteen to thirty (15-30) points, five points for each problem, and will be graded on work shown.

Homework Checks must be made-up or re-taken within one week for full credit by taking a second version of the Homework Check. All Homework Checks must be made up after or before school. (Exceptions by parent contact only.) After the first week, each week will result in a 10% late penalty (ex. 2 weeks late = 10% off, three weeks late = 20% off).

Students are responsible for making up assignments due to absences. See the teacher for a list of assignments before you are absent. Otherwise, you will have one week or one more day than the number of days absent, whichever is longer, to complete the work without penalty.

Extra Credit assignments will be offered periodically and will be assigned Extra Credit Points. Every thirty (30) Extra Credit Points will raise a students grade by ONE PERCENT. Extra credit, however, can only improve your grade by ONE LETTER or 10% (ex.: a “C” could become a “B”, but not an “A”) Remember, Extra Credit can help you, but it cannot replace doing your homework.

Textbook:

The goal of the textbook is to help you learn to read mathematics. Math is a language with its own separate symbols, grammar and punctuation, so reading it is a separate skill. Reading math will help you learn math on your own, so that makes reading math one of the most important skills of an independent learner. The more you can learn on you own, the more productive and knowledgeable you will become, which means, you will learn more in class. This school year we will doing a lot of small group work, in class activities and independent work. I am looking forward to working with you, as we work through, the textbook.

Book Fines:

The following is a list of fines that you could incur as the result of abuse, misuse and/or a missing or stolen book. Please take care of all your books.

Lost:

Algebra I, Volume 1.....	replacement costs
Damage (broken/loose cover or binding).....	\$4.00

Evaluation:

All tests and quizzes MUST be done in pencil (use of pen will result in a 15% penalty). Missed tests and quizzes must be made-up within one week for full credit. All tests and quizzes must be made up after or before school. (Exceptions by parent contact only.) After the first week, each week will result in a 10% late penalty (ex. 2 weeks late = 10% off, three weeks late = 20% off).

The quarter grades will be assigned according to the following:

TESTS.....	75 points each or 150 points per quarter	(about 30%)
MID-CHAPTER TESTS.....	40 points each or 80 points per quarter	(about 15%)
TAKE HOME QUIZZES.....	10 points each or 80 points per quarter	(about 15%)
HW CHECKS/ON-TIME POINTS.....	about 125 points per quarter	(about 25%)
NOTEBOOK.....	40 points per chapter or 80 points per quarter	(about 15%)

(The notebook will be collected at the end of each chapter.)

Quarter grades are given by finding the percent of total points earned. The grading scale will be:

A ...	90 – 100 %
B ...	80 – 89 %
C ...	70 – 79 %
D ...	60 – 69 %
F ...	0 – 59 %

The Final Grade will found by averaging the four quarter grades.

Calculators:

I recommend that each student have a scientific calculator for the course. In my opinion, the most affordable, durable and fully functional calculator would be a Texas Instruments. Anything from the TI - 30 to TI - 36 range would be sufficient.

We will also be using the TI-83 Plus graphing calculator for some exploration activities. Each student will be assigned a calculator and will be responsible for any damage.

Study Suggestions and Notebook Guidelines

GENERAL SUGGESTIONS

1. Bring your NOTEBOOK and POCKET FOLDER to class EACH DAY.
2. Bring a pencil to class EACH DAY (Pens may be used for notes only).
3. Keep your math handouts together in the pocket folder in chronological order.
4. Organize your spiral notebook in this way:
 - DATE each page
 - Class notes for each day
 - Sample problems worked in class
 - Homework
 - Corrections of homework made the next day in class
5. Keep your notebook in chronological order and know where each day begins and ends.

HOW TO DO HOMEWORK

1. Bring your NOTEBOOK and POCKET FOLDER to class EACH DAY.
2. Check the assignment list and make sure you are doing the correct assignment.
3. Read the directions carefully. Be sure you know exactly what you should be doing.
4. Do your work in pencil. We all make mistakes, but they are easily corrected in pencil, and it's NEATER. (Besides, all tests and homework checks must be done in pencil.)
5. If I give you worksheets to do:
 - a. Write your name and date on them as soon as you get them.
 - b. Write any special directions on the worksheet.
 - c. Keep your worksheets together in the pocket folder in chronological order.
6. Write each separate assignment on a new sheet in your spiral notebook.
7. Make homework corrections each day. Write them in a different color or set them off somehow from the rest of the assignment, maybe in the column next to each problem. That way you can clearly see the correct solution and your errors. Underline, circle or cross out your mistakes so you can see what you did wrong (never erase).

WHAT TO DO IN CLASS

1. Write down important problems, definitions, properties and procedures in your class notes – especially when I recommend it.
2. Listen carefully to directions and discussions. Always be sure you understand what is being said. If you don't understand, ASK.
3. Do practice problems in class neatly.

RULES OF THE ROOM

- A. Be in your assigned seat, ready to start class, when the tardy bell rings.
1. Once in the classroom, students are not allowed to leave. Make sure you have everything you need when you enter the room.
 2. As soon as the door closes, it is time to begin class. Get out your notebook, textbook, etc. and be ready to get to work.
 3. No one will get out of their seat without the teachers knowledge.
- B. All students are responsible for their actions.
1. If you mess it up, clean it up.
 2. Keep your “space” clean.
 3. Pay for any permanent damage (math book, school property, other’s property, etc.)
- C. Show respect for others.
1. Verbal: no profanity, defiance, disrespect, “cut-downs”, or anything deemed unacceptable by the teacher.
 2. Physical: no hitting, punching, kicking, tripping, pulling, pushing, grabbing, fighting, “play” fighting or anything deemed unacceptable by the teacher.
- D. No tardiness.
1. Tardiness is defined as not being inside the room and in your seat when the bell rings. The teacher’s judgement is final.
Consequences:
- | | |
|-------------|--|
| 1st | - warning |
| 2nd | - parent contact |
| 3rd and 4th | - 45 minute office detention |
| 5th and 6th | - 90 minute office detention |
| 7th and 8th | - referral |
| 9th | - referral and in school suspension |
| 10th | - referral and suspension home for parent conference |
- E. All students can learn with proper behavior in class.
1. There will be no talking while the teacher is talking in class. If you need to say something or ask a question, please raise your hand.
 2. There will no talking while another student is talking. Please wait your turn.
 3. Throwing anything is unacceptable. Hand it or place it where it belongs.
 4. Focus is on math during the period.
 5. Students are expected to be at their best at all times.
- F. In the event that you would have a substitute teacher, the same rules apply and I expect you to cooperate and show respect to the sub.
Any substitute teacher will be instructed to list any one not following the above rules and those student/s will receive the appropriate consequences.
- G. Students that follow these rules are showing maturity and are likely to succeed!!

General Consequences

1. Verbal warning to identify the behavior.
2. Parent contact
3. 45 minute detention and parent contact
4. 90 minute detention and parent contact
5. Student/teacher/parent conference (principal and/or counselor may be present)
6. Referral to office

These consequences may be skipped or added to at the discretion of the teacher.

TO THE PARENTS:

Please encourage your child to do daily work on time, show work on assignments and correct both the answers and the methods. I would like to keep the lines of communication open between us. You can contact me:

- at Case H.S. --> 619-4200
- by voicemail --> 631-7174 [mailbox: 91143]
- by e-mail --> mathfair@yahoo.com

You can find more about what's going on in class by:

- going to <http://www.geocities.com/mathfair> (Grades are listed by student #.)
- subscribe to the weekly newsletter by sending e-mail to:
mathfair-subscribe@yahoogroups.com
- unsubscribe to the weekly newsletter by sending e-mail to:
mathfair-unsubscribe@yahoogroups.com
- or go to the group website at: <http://groups.yahoo.com/group/mathfair>

I am confident that, working together, we will have a great and successful year.

Sincerely,
Sean Fair
Mr. Sean Fair

-----Please Sign and Return-----

Mr. Fair,

I have read these guidelines and understand what is expected of my child in Algebra A this year.

Date: _____

Student Signature: _____

Student Name (Please Print): _____

Parent Signature: _____

Parent Name (Please Print): _____

Phone: _____

E-mail: _____
(optional)

Please check this box if you would NOT like pictures of your child used in the teacher's Masters Degree portfolio, as evidence that group activities were performed in the classroom.

**** Return this note for FIVE FREE POINTS ****
(That's one free assignment.)