

PRE-CALCULUS CLASSROOM POLICIES AND PROCEDURES

Mrs. Lemmon

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Welcome to Pre-Calculus! This course contains topics that are essential for your success in calculus, whether you take the course here or in college. The mathematics in this course continues to be more formal and symbolic but it is still a "sense making experience" connected to real world situations.

Mathematics is a challenging subject. One concept builds on another. Daily participation is a must. Students are expected to be involved in mathematics all of the time they are in class and to complete a homework assignment every day outside class. Do not get behind in your course work. If you are having difficulty with the material, I will be glad to help you as best I can. It is your responsibility to seek help and take whatever action is necessary to master each concept. I am available during tutorial.

STUDENT RESPONSIBILITIES

- Since this is a mathematics classroom, are expected to be engaged in the process of learning mathematics at all times. Classroom and group participation is required. Show respect for yourself and others at all times.
- While I am speaking to the class, I expect you to be listening and not speaking.
- You are not to leave the classroom without my permission. Students will be given a pass to leave class only during work time and never during the first ten or last ten minutes class.
- Be on time. Be seated and ready to work when the period begins. Bring all materials to class. The school tardy policy will be enforced.

MATERIALS

Each student is required to come to class each day with textbook, graphing notebook paper, pencil, pen, ruler, calculator, and completed assignments. It is highly recommended that students taking this course have a graphing calculator (the TI-83 Plus and TI-84 Plus models are suggested). This technology will be used extensively. It will be the responsibility of the student to learn to use any other calculator model. Because of calculator attrition over the past several years, no graphing calculators will be available in the classroom, therefore, students must have their own. Graphing calculators can be checked out in the library (limited quantity) or purchased at local stores or on ebay.

ASSIGNMENTS

Mathematics is learned by practicing your problem solving skills on the topics presented in class. Some things may seem clear in class, but you only really learn them when you do them. Thus there will be daily assignments. These are almost always due the day after they are assigned. Time is allotted each day to discuss your homework questions. You should make corrections directly on your assignment paper in pen or colored pencil. Assignments will be placed in your group's folder and collected for grading. Generally, I will randomly select from one to three folders and grade a problem or two from each paper in the folder. Problems will be assessed according to the following 10 point rubric: Essentially correct = 9 or 10 points; Partially correct = 7 or 8 points; Incorrect, but attempted with a "glimmer of understanding" = 6 points. Missing problems = 0 points. Incomplete work or late work will not be accepted. Graded assignments will constitute 15% of your grade.

VOCABULARY AND UNIT SUMMARIES

You are also expected to keep a list of definitions and notes (unit summaries) about important concepts for each unit. The completed notes and definitions will be collected at the end of the unit on the day of the unit test. This category represents 5% of your grade.

QUIZZES AND TESTS

There are no retakes of tests or quizzes. There are not make-up quizzes. One quiz score will be dropped per semester grade. If you plan to miss class due to any type of excused pre-arranged absence, and a test is scheduled for that date, you must make arrangements with your teacher to take a make-up version **before** you are absent. If you are ill (excused absence) for a test, you will be required to take a make-up version when you return. Generally, you will be allowed a reasonable period of time usually equal to the number of days you've been absent to make up a test. Students who are only absent the day of the test will be required to take the exam the next day during lunch with no exceptions. This category represents 80% of your grade.

COMPREHENSIVE SEMESTER FINALS

A comprehensive final will be given at the conclusion of both first and second semester. The final exam will constitute 25% of your semester grade.

COMPUTING YOUR GRADE

Your overall grade will be determined by adding up all points earned on tests and quizzes, investigations and homework assignments, and group work and finding the percent of the total number of points possible in each category. These category percents will be weighted according to the guidelines stated above and converted to letter grades as follows

93% & above	A	83 - 87%	B	73 - 77%	C	63 - 67%	D
90 - 92%	A-	80 - 82%	B-	70 - 72%	C-	60 - 62%	D-
88 - 89%	B+	78 - 79%	C+	68 - 69%	D+	below 60%	F

Grades are available for viewing throughout the semester on Integrated Pro

****Semester Finals will be weighted after grade is determined for all other components**

ATTENDANCE AND TARDIES

Good attendance and classroom participation is essential for learning a complex subject like mathematics. I enforce the school attendance and tardy policies and will hold you accountable as follows.

School attendance policies state that students will be allowed to make up work missed due to excused absences. An absence is excused only if you follow school procedures for excusing an absence.

When you are absent, it is your responsibility to obtain any missed assignments and to schedule a make up time for any missed test. Assignments are posted on Homeworkknow.com. You are expected to check the website or call a classmate to obtain missed work. You have one day for each day you missed (up to a maximum of 3 days) to make up any missed test or assignment. If you are gone only on the day of a test or quiz, you must make it up on the day you return. In cases of long-term absence (more than 3 days), extra time will be allowed only if you see me on the day you return to class to formulate a make up plan. If you are absent for a school field trip or sporting event, or are absent due to a pre-arranged family trip, you are expected to obtain and complete any missed assignments. They are due when you return to class. If you miss class but are in school for part of the day, you are expected to come to tutorial that day to take any scheduled quiz or test.

Unexcused absences will result in no credit for work assigned and work due on the day of the absence. If you are unexcused on the day of a test, your test score will be zero.

You are considered on-time if you are in the room when the bell rings. I am ready to begin class right after the bell and expect you to be equally as prepared to begin at that time. For a tardy to be excused, an admit slip from the attendance office, main office, counseling center or another teacher must be presented to me when you walk into class. Without a note you are unexcused and the school tardy policy applies.

Hall Passes to lockers and bathrooms are given only during work time and never during the first or last ten minutes of class. (Hall Passes are not available during first period class).

Tutorial Times:

Monday: 12:15-12:40pm

Tuesday: 12:15-12:40pm

Thursday: 12:15-12:40pm

Other tutorial times are available by arrangement.

**No cell phones or iPods may be used or visible during class time.
Please do not bring food or drinks to class. Water is permitted.**

I have read the policies and procedures for PreCalculus and understand them.

PRINT student name

PRINT parent name

Signature of student

date

Signature of parent

PGHS Math Department 2007-2008
PACING GUIDE
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Units

Major Concepts

California State Standards

PreCalculus: Trigonometry (TR), Math Analysis (MA), Linear Algebra (LA), and Probability (PR)

SEMESTER 1

Unit 1 (chapters 1 and 2)	Properties of lines and functions including dilation, shift, and reflection	TR 7; MA 6
Unit 2 (chapters 3 and 4)	Polynomial Functions and Models	MA 4
Unit 3 (chapter 5)	Exponential and Decay Function; Logarithmic Functions	SAT I and SAT II
Unit 4 (chapters 6 and 7)	Trigonometry	TR 1-2, 4-6
Unit 5 (chapter 8)	Trigonometric Functions	TR 8-14

SEMESTER 2

Unit 6 (chapter 9)	Polar Coordinates and Vectors	TR 15-19; MA 1-2; LA 7,12
Unit 7 (chapters 10 and 11)	Conic Sections, Systems of Equations, Parametrics	MA 5, 7; LA 1-6, 8-10
Unit 8 (chapters 12 and 13)	Sequences, Series, and Probability	PR 1-8
Unit 9 (chapter 14)	Limits and Derivatives	MA 8

California Content Standards URL: <http://www.cde.ca.gov/be/st/ss/mthmain.asp>