

Mrs. Pritchard's Pre-Algebra Rules and Policy Statement

•Room number: 129 •School phone number: 768-7010 •E-mail: lpritchard@alpine.k12.ut.us
•Class Website: <http://www.mrspritchard.com> •School Website: <http://lehijr.alpinedistrict.org>

Tips for Success:

1. Have a dedicated space (away from the T.V.) to do homework and a set time to do it everyday.
2. Do homework the night it is given so that you can come in for help before it is due.
3. Ask questions!
4. Study before quizzes and tests.
5. Come in for help.

Materials:

1. 3-ring binder, loose-leaf notebook paper, and 5 dividers, marked and put in the following order: Schedules, Notes, Homework, Benchmarks, and Retakes.
2. Pencils (all math work/assignments need to be completed in pencil), more than one pencil should be brought to class everyday, if you use mechanical pencils make sure you have extra lead.
3. School Planner (will be provided)
4. Pre-Algebra Textbook (will be provided)
5. Calculator: At least a 4 function including the ability to calculate square roots. (*calculators are not allowed for all units*)
6. Ruler (6 inch is fine and I will let the students know which units it will be used for)

Grading Procedure:

Tests: 35% Quizzes: 35% Homework: 25% Participation/Behavior: 5%

Grading Scale: (Use **Power School** to check your students' grades during the school year)

A	93-100%	B-	79-82%	D+	60-65%
A-	90-92%	C+	75-78%	D	55-59%
B+	87-89%	C	71-74%	D-	50-54%
B	83-86%	C-	66-70%	F	0-49%

Classroom Rules and Expectations:

- Come prepared for class;
- Use appropriate language;
- Respect others and the school;
- Follow directions
- No food, gum, or drinks (water is o.k.)

Consequences:

1. Verbal warning
2. 1-1 meeting with the teacher
3. Parent contact/mtg.
4. Detention
5. Office referral

Rewards:

Tickets for Class Drawings to Win:

Candy
Pencils
Pop
Purple Prizes
And more!

Cell Phones, iPods, etc... (I will enforce the schools policy)

Any electronic devices seen in my class will be **taken away and given to the office.** (No second chances)

Citizenship Grade: Students' citizenship grade will be determined by: preparedness for class, doing homework, being on time, having good behavior and using class time wisely. *Sluffing and cheating will negatively affect this grade.*

Tardy Policy: (will follow the school attendance policy)

- 1st unexcused tardy; student will receive a warning;
- 2nd unexcused tardy; 1 math worksheet during an after school detention with me;
- 3rd unexcused tardy; 2 math worksheets during an after school detention with me;
- Subsequent tardies will follow the school's attendance policy.

Truancy Policy: Students who are truant will earn a zero on any assignments, tests, or quizzes due or assigned that day; this can not be made up.

Cheating Policy: *Students caught cheating will earn a zero for that assignment, test, or quiz.* The grade cannot be changed but the quiz will still need to be passed. Talking during a test or quiz will be considered cheating.

Class Attendance:

Class attendance is very important in order to succeed and understand concepts taught in this class. If a student has an excused absence they are responsible for the following:

- Copy the class notes from another student;
- Read the textbook sections and complete the assignment;
- Come in before or after school to get help, do this as soon as possible.
- You have 2 class periods, from the time you return, to hand in assignments you missed; after that late work will be accepted according to the *late work policy*.
- Assignments given before the absence will be due upon the student's return to school;

Assessment of Students Work: Students will be given class work, homework, benchmark quizzes and tests to evaluate how they understand material taught in class. Math concepts build on each other; in order to succeed it is important to do the following; take notes, complete all assignments, study before each exam or benchmark (do the practice problems that I provide!), and retake benchmark quizzes A.S.A.P. (don't wait until the deadline)!

Tests: All students are expected to take the test on the scheduled test day. Missing class the day before the test DOES NOT excuse the student from taking the test. Any student who is absent the day of the test will be expected to take the test **after school** by appointment only. All tests must be made up within one week of the absence or they will automatically become a 0%.

Benchmark Quizzes: In order to make sure that your student is ready to advance to Algebra, there are a series of benchmark quizzes that each student will take. These quizzes cover critical concepts important in their overall understanding of Pre-algebra and aid in their future math studies. Students must pass all benchmark quizzes, turn in homework, have a good work ethic and earn at least a C+ average in order to advance to Algebra next year. Please see the Lehi Jr. High Math Department Benchmark Quiz Policy and Procedures for more information.

Homework/Late Work: Homework is due at the **beginning** of class. I **ONLY** accept **late work** for the current unit and it will receive 50% credit without a homework pass; each student will receive 1 *homework passes* for every unit.

Notes: All students are required to take notes during lessons; notes are collected and graded when the unit test is given. Students who have been absent need to copy the notes and examples from another student.

Math Lab: Math Lab is available to assist students who need help understanding concepts taught in class; students can attend math lab for any teacher, times follow:

Tuesday: 2:50-3:40 with Mrs. Pritchard in room 129

Wednesday: 7:30-8:10am with Ms. Bailey in room 123 and 2:50-3:40 with Mrs. Ellis in room 125

Thursday: 7:30-8:10am with Mrs. Lake in room 121 and 2:50-3:40 with Mrs. Michaels in room 122

PowerSchool: Homework, benchmarks and exams will be posted on power school; the date listed by each item will be the due date or the anticipated date to give a benchmark or unit test. I do my best to keep grades updated and accurate on a regular basis. A link to PowerSchool's website can be accessed through the schools or my website.

Class Website: Announcements, assignments, important dates and lesson notes can be found on our class website (www.mrspritchard.com). This is a brand new site so please be patient as I continue to update it and add information to help you stay on top of your student's education.

If you have any questions or concerns please feel free to contact me at anytime throughout the year; I respond quickly to e-mails and this is generally the easiest way to communicate with me, but if you need to call that is great as well!

Thank-you, Mrs. Pritchard