

Mrs. Paul Math and Science

I am here to facilitate and guide student learning, but students are responsible for learning the course objectives. All courses are set up to be completed in nine weeks and have outlines that show the lessons and grading break down.

RULES (RIP): 1) Have **Respect**. 2. Have **Integrity**. 3. Have **Perseverance**.

Respect:

- Have a spirit of cooperation with classmates and adults
- Citizenship is based on classroom behavior and attention to responsibility. Attendance and tardiness have a negative impact on citizenship as well as performance.
- Make-up procedures: Students are responsible for getting all make-up work. Due to the nature of the course, missing class time is detrimental to the student's progress. Students need to make up homework in a timely manner; **No late work will be accepted after the 7th week.**
- **Cell phones: students may have cell phones, but they cannot be out during class unless teacher directed. Cell phones must be on vibrate mode during class and parents please call the office (480-224-3060) if you must make contact. The office will relay message to your child. Please be respectful of students learning time. Thank you**
- **In case of an urgent situation, the student may excuse themselves from the room by taking the cell phone pass to the office and make a call. The call must be made in the office and should be short.**
- Students may listen to music if they are working on their own. Music must be played for their ears only and on a play list. **If the cell phones are out and students are looking for music, I will collect the phone for the remainder of the period. If it continues, the phone will be sent to the office and the office will keep it for the day (this will result in disciplinary action).**
- No food or drinks (we do not like ants). Students may have bottled water or drinks with closed caps (caps that cannot spill) and any food that is given to them by the teacher. All other food and drink items must be finished before entering the classroom or teacher will trash it.
- Teacher releases the class, not the student.

Integrity:

- When testing cell phones will be given to teacher.
- **Students do their own work:** may ask for help from teacher, peers, or technology. Students are responsible for learning the material not just an answer to a problem. Make sure you understand problems and what the answers mean.
- **NO CHEATING:** A student caught cheating will receive a zero on the assignment. Further offences will result in the student being removed from the course.

Perseverance:

- Each course has a course outline to be followed during the nine week period.
- Students are responsible for their learning and must dig for understanding.
- **Never give up;** take a deep breath and keep trying. Remember you can do anything you set your mind to.

Consequences for failing to comply with the above will progress from “The Look”, verbal redirection, referral to the office, home contact, subsequent referral to office and possible parent/student/teacher and/or administrator conference.

ATTENDANCE: Students are expected to be in class and on time each day. **ATTENDANCE IS MANDATORY and will count as 10% of the course grade (percentage grade calculated by the number of days the student is present and on time out of the number of days in the week; posted each week).**

DISCIPLINE: The goal at CEC is to help students transition to the college setting, therefore, students are expected to display behavior appropriate for a college/business setting. Any student behaving in a disruptive manner will be sent to the office. Refusal to leave may result in a suspension.

LATE WORK: (no late work will be accepted after the 7th week)

- Written test must be taken within one week of the test date or a zero will result. Written test and quizzes maybe fixed for a higher grade. They must be fixed in the class during school hours, but not during class time (before or after school).
- For extenuating circumstances determined by the teacher/administrator, a student may have up to two weeks after the end of the quarter 1 and 3 to complete a course for a full grade value. If failing to complete the course within the two weeks, students will have to retake the equivalent computer course in its entirety. **Quarter 2 and quarter 4 all work must be completed by the end of the quarter; there will not be given any extra time.**

EXTRA CREDIT: No extra credit work will be given. Students are expected to complete the courses as designed. Student may fix written work (worksheets, quizzes and test) and receive half of the points back. Computer mastery test can be taken 3 times to obtain an 80% or higher (once an 80% is reached the test cannot be retaken, a 70% can be excepted if the student is ok with the grade). Computer Unit tests and finals may only be taken once. **If the Unit test and written test are taken on the scheduled date, then bonus points will be given.**

GRADING SCALE:

Worksheets, quizzes and tests will be given a percentage grade and weighted. You can view this through the Infinite Campus grading program. Per district policy, assignments constitute 80% of the course grade and finals are worth 20%,

89.5% - 100% = A 79.5% - 89% = B 69.5% - 79% = C 59.0% - 69% = D 58 and lower = F

OFFICE HOURS: Wednesday 2:45 - 4; Thursday open at 7 – 7:20 am ; after school upon request

MATERIALS:

- Computer classes – spiral notebook and 3 x 5 cards
- Math and Science classes – **TI 84 Plus calculator is recommended** especially if you are planning to take a college math class
- Pencil, lead and eraser

Please feel free to contact me

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Student signature

Parent/guardian signature

Date