

CLASS TIME is extremely valuable and cannot be duplicated. Please do not be absent or late; avoid **anything** that will infringe on class time, including appointments with doctors, counselors, or college representatives, school activities, and tardies.

TESTS are generally given at the end of each chapter and almost always preceded by a day of review, usually including a pre-test (an ungraded sample of test-like problems). Tests are always announced in advance. Generally, each test is worth 100 points.

QUIZZES are unannounced and given at random throughout the semester. They may cover any material that has been presented in class. Each quiz is worth 20 points

PROJECTS will be assigned when appropriate, and announced in advance. Each project will require at least two hours outside of class time. Projects are in addition to, not instead of, regular classwork and homework. Projects vary in their point value.

HOMEWORK is assigned almost every day, and is to be accumulated in a spiral-bound notebook. Each assignment is to be numbered and dated. The homework notebooks are due at the beginning of class once each week. (The day is posted in the classroom.) Homework grades are based on completion (including showing all work) and neatness. Each day's completed homework assignment is worth 2 points.

A FINAL EXAM will be given at the end of the semester. The exam is cumulative for the semester and is worth 200 points.

My WEBSITE (www.WHSActon.weebly.com) has copies of worksheets, pre-tests, extra practice problems, calculator programs and interesting reading and links.

GRADES are determined by dividing the points earned by the points possible. Student grades are updated on Q (<https://q.conejousd.org/>) regularly (usually each Sunday evening). PLEASE SAVE PAPERWORK TO CHECK AGAINST THE COMPUTER. If an error is found, simply bring the paper showing the correct score to me at an appropriate time.

CALCULATOR use is essential and highly recommended. Your calculator should have the following functions: sine (sin), cosine (cos), tangent (tan), square (x^2), square root (\sqrt{x}), factorial ($x!$), logarithm ($\log x$) ($\ln x$), and exponent (y^x) (e^x). Graphing calculators are preferred since they offer many additional benefits and will be used extensively to increase learning. However, calculators used as toys during class will be permanently erased.

EXTRA HELP is available most Mondays and Thursdays during lunch in room 43T.

EXCUSED ABSENCE -- MAKE-UP WORK

It is the student's responsibility to complete work missed due to any absence. This includes notes, examples, directions, classwork, homework, worksheets, projects and tests. Please make every possible effort to return to class prepared.

Quizzes

- If a quiz covers material presented while you were in class, then you will take the quiz.
- Quizzes will not be made up.

Tests

- If you miss several days of new material due to an excused absence, you must request and take a make-up test within a time period less than or equal to the number of days of new material missed.
- If you are only absent the day before a test (the review day), you will still take the test on the regular day.
- If you are absent the day of the test (or the day before and the day of the test), you will take the test the day you return.

Unexcused Absence, Truant Absence, or Tardy

- No make-up will be allowed.

INTEGRITY OF WORK

Unless specifically assigned as partner or group work, all course work is required to be personally done by the one student whose name is on the paper – not a parent, tutor, classmate or group. Anything else is considered cheating, and **a grade of zero will be assigned for that assignment.**

CELL PHONES should be used when deemed appropriate by the teacher.

Appropriate uses of a cell phone in class include checking grades, reading assignments, taking pictures of homework, and use as a calculator.

Inappropriate uses include phone calls, texting, email, listening to music, pictures of people, watching videos, checking sports, etc.

Furthermore, any electronic device that is used, heard, or able to be seen while the class or student is taking a test or quiz is considered cheating, and **a grade of zero will be assigned for that test or quiz.**

Academic Honesty (Bd. Pol. 5131.9)

Definition: Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty during tests or classwork includes unauthorized communicating; copying materials or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person's assignment; providing homework/classwork for another student to replicate; plagiarizing or submitting a paper or project which is not one's own work; and submitting falsified information for grading purposes are also examples of dishonesty.

Consequences:

First Infraction

- The teacher will conference with the student and record a zero for that assignment.
- Within five school days, the teacher will notify the parent and send a referral to the appropriate administrator noting the infraction.
- The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two years from the date of infraction.

Second Infraction

- The teacher will send a referral to the appropriate administrator noting the infraction.
- Within five school days, the parent will be notified, and the student will be removed from the course and placed in a Study Hall with a failing grade for the semester.

KEYS FOR SUCCESS

1. Please be in class with a good attitude, on time, and ready to learn.
2. Engage your mind and complete your homework on a daily basis.
3. Make wise use of all class time. Be productive.
4. Learn and follow directions and procedures.
5. Take good notes in class and review them regularly.
6. Get involved with a study partner or study team.
7. Please ask questions as they arise. This helps your learning and that of the other students.
8. If, for some reason, your questions cannot be answered in class (a rare circumstance), come in at lunch for extra help right away.