

Mona Alameddine
Mathematics Department
West Broward High School

Dear parent/guardian/student:

It is a pleasure to be your mathematics teacher this year. My goal is to work with you to ensure success. The following are my classroom rules, grading policy, daily routines, and recommended materials. If you have any questions or concerns please email me at: mona.alameddine@browardschools.com.

Classroom Rules

1. Seating: At the beginning, you are allowed to choose your seat. **During the course of the year, your teacher may assign you a different seat at her discretion.** If requested to move, please do so immediately, quietly, and without disturbing the learning process.
2. Do not disrupt learning. **Be a good citizen and practice good manners.** Students are encouraged to work with each other during classwork. However, students should not talk to each other for any reason during tests, quizzes, announcements, or lessons instruction. Treat your fellow students, the teacher, the school staff, and property with respect. Raise your hand if you have a question.
3. Items that should not be seen during class include liquids that can spill, food, personal grooming items, or anything that causes a distraction.
4. **Book bags and other large bags are not allowed on your lap or the top of the desks.** You may put your bag on the back of your chair, the floor, or a shelf.
5. **Calculators are not allowed** and will be provided by the teacher if needed.
6. **Bathroom** passes will be **limited to emergencies and teacher's discretion.** Under normal circumstances, students will not be allowed to leave class during lesson presentation. Medical conditions require a doctor's note and informing the school office.
7. **Our class is a cell phone free zone. Cell phones should be off and out of sight at all times.** Please arrange for your ride home and other matters **before** you enter class. Under normal circumstances, if confiscated, cellphones will be returned at the end of the day.
8. The students should have a media center checked out book and read silently if they complete the daily classwork, quiz, or test before others students.
9. Questions about missing work, grades, procedures or other issues will be done at the end of class. If you think there is a mistake on your Pinnacle, write on a sticky note which assignment and what is the issue. I will check it out for you asap.
10. Students must frequently check their class page on Quia website for updates. Students are responsible for what is posted on Quia.

Consequences:

1. Verbal warnings.
2. Habitual offenses result in a call home, changed seats, or detention. It will be at the teacher's discretion depending on the frequency and severity of infraction.
3. Referral to the school administrator for severe or consistent disruptions.

Grading

Combination of HW10% Quizzes30% Tests40% CW/project/daily quizzes20% using the district scale. A **"Z" is a "polite" zero**. It means you must make up this assignment. All Z's will be replaced by a zero if not made up. An **"X"** does not affect the grade and does not need to be made up.

Make-up work: I will accept late work for partial credit if you were not absent. It is the student's responsibility to find out what was missed (test, quiz, or assignment) by looking at the board, Quia website, or Pinnacle. Daily warm-up quizzes cannot be made up for students who are absent or tardy, but will not affect their grade. Previously assigned work is due upon return. Students are responsible to schedule a make up test asap.

Progress reports: Student progress reports will be made available online by the school. They can be viewed in Virtual Counselor. **Please log on to the school website www.westbrowardhigh.com , click on virtual counselor link.**

Logon: Student ID#; Password: Student Birth Date

Free math tutoring will be available in the media center after school for extra help.

Daily routine

- The students enter the room for a warm-up/daily quiz that will be given almost every day and have the previous day's HW on their desk when the bell rings. Students who were absent for the last lesson or have an excused tardy are not required to take the warm-up quiz for the day. These students will turn in the daily quiz with the word "ABSENT" and a big X on their paper.
- Students **must** date, title their work by copying the section number and objectives in their notebooks as soon as they enter the class.
- Students will be expected to show work leading to the answers. No work means no credit will be given for tests, quizzes, and homework. Work will be presented neatly and will have the name, date, period and the lesson (as it is written on the board) on the upper right corner of the page.

Recommended materials we will use in class most days

- Lined loose-leaf paper for daily quizzes **ONLY**
- **MUST** have a **spiral notebook**, only for the math course, for **notes/CW/HW**
- Red pen
- Plastic pocket folder.
- A box of lead pencil
- A box of dry erase markers(has 4 colors)

Parents, please go to the school website, click on staff, then click on my name to access my quia website .Links to virtual counselor, Pinnacle, and online help/ textbooks are also available from there.

Contact Form (to be returned to teacher):

Please keep page 1 and 2 in math folder.

Student's name:

Period:

Name of parent/guardian 1:

Relation:

Home phone:

Cell:

Email address:please PRINT

Name of parent/guardian 2:

Relation:

Home phone:

Cell:

Email address:please PRINT

By signing,both my parents and I acknowledge:

- 1.**Reading the syllabus**
- 2.**Signing up to automatic grade notification on Pinnacle by parents. (you may choose the frequency that you prefer).**
- 3.**Visiting Mrs Alameddine's Quia website located at the school website, under"staff" and accessing the FYI link.**

Student name:

signature:

Parent name:

Signature:

date:

TO RECEIVE AUTOMATIC GRADES/ATTENDANCE UPDATES SENT TO YOUR EMAIL:

PLEASE GO TO www.westbrowardhigh.com,click on Pinnacle link.

Sign in using your child's student id and birth date.

Find email notification link and complete it.

If you need your student id, it is found on report cards or you may email me.