

Welcome to Mrs. Castor's PreAP PreCalculus Class!

I am extremely excited to have you in class this year. This letter will provide basic information that will allow you to be successful. Please read over it carefully and share it with your parents. Keep it for future reference.

A major key to thriving students is teacher/parent/student communication. I want to help all of my students prosper in this class, preparing them for life after high school by encouraging them to strive for excellence. With parental help by providing encouragement and support at home, I believe each student can achieve his or her maximum potential. Please feel free to call me at school (682-314-1600) and leave a message or email me at MikkiCastor@misdmail.org if you or your parents have any questions.

Digital material that will be vital for your success this year:

- (1) Skyward: <http://www.mansfieldisd.org/skyward.htm> This is our grade book system. Your grade should be monitored frequently - there should be **no surprises!!!**
- (2) Google Classroom: Students will be guided through the Google Classroom enrollment process using their MISD accounts. Students will be expected to regularly access Google Classroom for assignments, notes, etc.
- (3) Larson PreCalculus Resources: http://www.larsonprecalculus.com/tx_pcwl3e/ The provided link contains various additional resources per chapter.

Course Description - This course is a conglomerate of Algebra and Geometry concepts with emphasis on Trigonometry, Limits, and introductory Calculus topics. All major areas covered in Algebra II are reinforced at a greater depth with additional applications aided by the use of calculators and computers. The course is designed to encompass all those topics necessary to be successful in a college calculus course.

Textbook - This course will utilize the Larson PreCalculus + Limits textbook. Each student will receive individual logins for a digital textbook. A hard copy of the textbook will also be available for distribution upon request.

Critical Components - PreCalculus should deal significantly with:

- Problem Solving
- The Complex Number System
- Equations and Inequalities
- Functions
- Sequences and Series
- Probability and Statistics
- Introductory Calculus
- Polar and Parametric Functions

Classroom Expectations - Both you and I will abide by these policies as well as those established by Mansfield Independent School District and Frontier High School.

- **Respect**
 - for yourself - come to class prepared with your materials and assignments; be dressed and groomed so that it will not be necessary during class
 - for others - classmates are learning and I am guiding that learning, so distracting behavior is not acceptable
 - for your environment - no food, drinks, or other pollutants
 - for property - clean up after yourself and be careful with items that are placed in your care
- **Responsibility** - taking care of assignments and other business at appropriate times
- **Reliability** - be present, primed to participate in class activities, prepared (by having required materials and student ID on and visible), & punctual

Other General Policies and Procedures will be followed according to the Mansfield ISD Policies indicated in the Student Handbook. Each student will receive a handbook; additionally, a digital copy is located on the school website.

Tutorials - *It is your responsibility to let me know that you are in need of help.* Because math classes are cumulative in nature, it is very important to not fall behind!! Tutorial times are on Monday & Wednesday afternoons from 2:45 - 3:15. If those days do not work with your schedule, talk with me! You may also visit Mrs. Fernando after verifying her availability.

Extra Credit - Students may earn extra credit by attending tutorials or participating in select classroom activities.

Electronics - Only iPads and laptops will be used in FHS courses. No cell phones will be used. If a student forgets his/her iPad or laptop, they will not be allowed to use a phone. Teachers will have laptops to loan the student for a class period.

- **Discipline for cell phones being out:**
 - 1st offense warning & parent contact
 - 2nd offense teacher holds phone for class & parent contact
 - 3rd+ offense teacher turns phone into AP, student pays \$15 fine, AP contacts parent.
- **Discipline for forgetting iPad/laptop:**
 - 1st time - use loaner, warning, & parent contact
 - 2nd time - use loaner & parent contact
 - 3rd+ time - referral

Required Materials

- iPad
- pencils (required for all quizzes & tests)
- highlighters
- 1 composition notebook for POWs
- binder/folder to keep notes
- 1 box of tissues -OR- a roll of paper towels
- other materials may be required throughout the year

Assessment Policy - Each six weeks will be evaluated as follows:

10% - Daily

30% - Quiz

60% - Major

The semester grade will be calculated as follows:

$$(1^{\text{st}} \text{ 6-wks} \cdot 26.6\%) + (2^{\text{nd}} \text{ 6-wks} \cdot 26.6\%) + (3^{\text{rd}} \text{ 6-wks} \cdot 26.6\%) + (\text{Semester Exam} \cdot 20\%) = \text{Semester Grade}$$

Quizzes and tests will be given at regular intervals and with advanced notice. Retakes of failing tests are allowed for a maximum grade of 70 and must be completed within 1 week of the test being returned and original grade being recorded. *Prior to retaking a test, you must attend a tutorial session to go over the failed test.*

Late work policy - Students will be assessed a penalty of 30 points for one class period before a zero will be given.

Absences/Tardies - See student handbook for district attendance policies. It is YOUR responsibility to get any missed information, which includes but is not limited to warm-ups, notes, and assignments. You are only allowed 4 tardies per semester. On the 5th tardy, an office referral will be issued.

- If you are absent the day homework is due, it is due upon your return and it is your responsibility to turn it in.
- If you miss a test or quiz, you will have one calendar week from the date the assessment was administered to make it up; otherwise, it will be recorded as a zero.
- **Being absent on a review day does not entitle you miss the test or quiz the following class period.**

Course Schedule - A course schedule will be posted by grading period on the school website (<http://frontier.mansfieldisd.org/>). Please remember, this is a living document and is subject to modification.

Integrity - The Student Handbook discusses district policy on academic dishonesty. There will be no tolerance.

PARENTS & STUDENTS, read the information in this letter carefully. **I need BOTH of you (parent & student) to complete a GoogleForm by Friday, September 2, 2016.** You may access the form by scanning the QR code or following the link: <https://goo.gl/XsvNYV>. Your responses will each count as $\frac{1}{2}$ of the first daily grade for this course.

I look forward to hearing from each of you! Let's make it a wonderful year!!!



Sincerely,

A handwritten signature in black ink that reads "Mikki Castor". The signature is written in a cursive style.

Mikki Castor