

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.

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. 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 are expected to regularly access Google Classroom for the textbook, assignments, notes, etc.
- (3) **Larson PreCalculus Resources:** http://www.larsonprecalculus.com/tx_pcwl3e/ The provided link contains various additional resources per chapter.

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 stay on pace with the course!! Tutorial times vary by week but are during advisory and after school from 2:35-3:15. Days for the current and next weeks are posted in the daily agenda.

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

Electronics - All electronics, including but not limited to cell phones, laptops, and iPads will ONLY be utilized when deemed appropriate by the instructor. Penalties for violating this policy might include taking the item up or a referral. Confiscated items will incur a \$15 fine per district policy.

Required Materials

- Electronic device with internet capability
- pencils (required for all quizzes & tests)
- 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.

Semester Exams - Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

Test Retakes

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- **Retests** must be taken AFTER SCHOOL as there is not enough time during advisory.
- Prior to retaking a test, a student **must** attend a tutorial session to go over the failed test.
- Retakes/Corrections must be completed within 1 week of the original grade being recorded in Skyward AND must be completed prior to the end of each six week grading period unless the student is afforded time after the six week grading period as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

Late work policy

- Unless noted otherwise, work will be due at the beginning of the class period.
- If student fails to meet the due date and time, then the student has until the next class period (next A/B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

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.

Makeup Work

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.

- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. *Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

Academic dishonesty - The instructor determines what constitutes cheating and/or plagiarism. Consequences for academic dishonesty:

Daily Work - For every offense, there will be both academic and disciplinary consequences as follows:

- Assign grade of zero
- Write a referral
- Teacher contacts parents
- Consequence from administrator would be a minimum of AC placement

Exams/Other Major Assessments - For every offense, there will be both academic and disciplinary consequences as follows:

- Assign grade of zero
- Write a referral
- Teacher contacts parents
- Consequence from administrator would be a minimum of AC placement
- An alternative exam or major assessment can be completed for a maximum grade of 70%
- Academic Associate is notified and will schedule a meeting with student, parent, and teacher.

Course Schedule - A course schedule can be found here: <https://goo.gl/KHb2Tn>. Please remember, this is a living document and is subject to modification.

PARENTS & STUDENTS, read the information in this letter carefully. I need **BOTH** parent & student to complete a GoogleForm by Friday, August 25, 2017. You may access the form by scanning the QR code or following the link: <https://goo.gl/9QxBXP>. 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,

Mikki Castor
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