Andress High School

Kimberlee Willis

Advanced Quantitate Reasoning (AQR) and Algebra 1

5400 Sun Valley Drive

El Paso, TX 79924

Phone 832-8600

Subject: CLASSROOM RULES AND GUIDELINES

I want to welcome your child to a new year at Andress High School and to my class. I look forward to a productive and interesting year that will strengthen your child’s math skills and confidence. In order to achieve these goals, I ask for your support and cooperation in the following areas.

• **Required Materials**

Each child is required to have: **pencil, paper, a folder to take work out of class, and a box of tissues.**

**Optional:** student may bring their own color pencils and dry erase markers as we will use both regularly in class.

**• Grading Policy**

Class work, homework, group work, or any other graded assignment will be graded not only for quantity but for quality. Simply writing an answer for all the problems will not result in a good grade. The quality of work (such as, but not limited to, showing their work, and explaining their thought process or group discussions) is just as important as the completion of the assignment. 30% of your students’ grades will come from quizzes, tests, and projects. 70% will come from warm ups, classwork, and investigations. It is very important for the student to not just do the assignment, but their best to learn the assignment.

**• Make-Up Policy**

In general, all work must be turned in on time. In the case of an absences, your child will have 5 school days to obtain and make up the work. If the 5 school days pass and your student has not yet completed the work, the work much be completed in tutoring to receive credit. It is the student’s responsibility to obtain and make up all missed class work, projects, quizzes and tests. All assignments are posted on our eclass website, ***Ahsrockineagles.weebly.com.*** All tests and quizzes must be made up in after school tutoring. It is not in the student’s best interest to miss yet another day of learning as he/she makes up a test in class. Any failing grade your student may receive can be made up. For class assignments students need to come in to after school tutoring to complete the work. Your student’s new grade will be averaged with their first grade. For quiz and test grades, students will be assigned practice that must be completed before the student will be allowed to take the quiz/test again. This practice is assigned to help the student gain understanding of the concepts that they did not have success with on their first attempt. Thus, helping them obtain a higher score the next time they attempt the quiz or test. The score they receive will be averaged with their score from their first quiz or test.

**• Classroom Disruptions**

Classroom disruptions will be dealt with immediately. A violation means that a student has broken or disregards one of class or school rules. Violation 2 does not need to be the same offense as violation 1. Consequences include the following actions:

1st violation: Student warning

2nd violation: Processing time in another classroom (PBIS)

3rd violation: Lunch Detention

4th violation: Parent Contact

5th violation: Administrative intervention.

*\*\* If the student is assigned a Lunch Detention, they will be given 24 hour notice. They will be walked to a 10 minute lunch detention by their 2nd/6th period teacher the day after receiving the detention.*

*\*\* Processing time – this is a time for the student to reflect on the situation. The student will be removed to another teacher’s classroom and will fill out an online form. The student will be able to return to class when the student has finished filling out the reflection form.*

\*\* Student defiance will NOT be tolerated. If a student is defiant, automatic removal from class may occur. Multiple infractions of this nature will result in administrative action.

**• Important Items to Note:**

You the parent, have access to your child's grades at all times through Parent Portal. I recommend that you sign up and check on your students grades throughout the year.

District assigned ***laptops***, or the students personal laptop, will be essential for this class. The students’ notes, assignments, power points, videos, worksheets, and practice quizzes will be found on the website Ahsrockineagles.weelby.com. Students **will not** be permitted to use their smart phone as a means of being online. If they do not have their computer they will be given an alternate paper assignment. Using non educational websites in class such as skype, movie sites, ect, will result in the confiscation of your students laptop until the end of class. The student will then be given an alternate paper assignment. If the behavior continues, further consequences, as listed above, will occur.

Group work is important in this class. It is very helpful to the students to be able to talk and work through the concepts with peers. As students will have a partner or a group to work with often, they don’t feel as alone or as intimidated by the material. With this privilege comes responsibility. Each student has the responsibility to receive help or to give help to the group. Students who treat the group or partner time as “hang out and socialize” time will be at a disadvantage in their learning, and they will be removed from the group and must work alone.

Any type of bullying, intimidating, or belittling a fellow group member or classmate will not be tolerated.

In order to create and maintain an atmosphere in which the students may not only learn but become engaged in the learning, I have adopted the following class rules:

1. Sit and stay in your assigned seat unless given permission
2. Respect the teacher, your classmates, and yourself
3. Only one student may be out of the room at a time
4. Restroom breaks will take no longer then 4 minutes, unless teacher is aware of emergency.
5. Clean up means put away materials, not that class is over, summery questions will be conducted.
6. Cell phones WILL NOT be used in class. Your phone can not be used in place of your computer. Therefor you must bring your computer everyday.

**• Contraband**

Contraband generally refers to materials or items that are not needed for class and pose a potential classroom distraction. This includes cosmetics, personal-grooming items, cell phones and games. Contraband will be confiscated and returned to the student at the end of class.

Cell phones will not be allowed in class without specific instructions from the teacher. I will implement a tech break on occasion. As a reward for hard work, during a transition between activities, students may be allowed 5 minutes to use their phones for whatever purpose they choose. If a student uses their phone outside of this time it will be confiscated.

Please feel free to note your comments or recommendations in the space provided below that may help your child’s experience in my class. Thank you for your cooperation in these matters. My email is [Kjohnson@episd.org](mailto:Kjohnson@episd.org), [cxjara@episd.org](mailto:cxjara@episd.org). Please feel free to email me throughout the year with questions or concerns.

# Kim Willis

# Algebra 1 and AQR

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Subject: The student’s first homework assignment is to go over the classroom policy with a parent, obtain the necessary signatures and return this sheet to Mrs. Johnson.

re: CLASSROOM RULES AND GUIDELINES

I understand and have reviewed the above classroom policies with my son or daughter.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide for my records the following ways to get in contact with you:

email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(student's printed name) (parent/guardian signature)

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(student’s signature)