

Welcome to another school year! I am glad you are in my Applied Algebra II class. I like to think of our class like a sport where I am your coach, homework & class work are practices, and tests (whether they're my tests or the BIG ones) are the games. You must practice like you expect to play. I saw a T-shirt at the store the other day that said this, "Play hard. Practice harder." That pretty much sums up my philosophy of learning.

Below, I have listed important information about our class. Please ask, if you or your parents have any questions. The best way to reach me is via email: [tess.rivero@bss.k12.oh.us](mailto:tess.rivero@bss.k12.oh.us)

## Habits that will help you **SUCCEED** in Applied Algebra II

1. **Participate fully in class activities. Be "on the field" playing the game- not "in the stands" watching what's going on. You can only win the game if you suit up & get on the field.**
  - Be on time & be prepared with your materials. Would you show up to soccer practice without your cleats? No, so don't come to our class without your materials either!
  - You are responsible for your own learning. Take notes. Use highlighters and colors, and ASK QUESTIONS if you are not sure about something!
2. **Take advantage of extra help sessions.**
  - I am available every day before school. You are welcome to come to my room during your lunch period or study hall, if possible. I can also stay after school; just let me know one day in advance please. Mentor period is another time in which you can give or receive help.
3. **Use the class website (<http://rivero.weebly.com>), ShowMe page ([www.showme.com/trivero](http://www.showme.com/trivero)), our online textbook (<http://www.glencoe.com/cgi-bin/pdfServer.pl/sec/math/ose/algebra2/2005/swopen.pdf>), and the internet in general.**
  - I post *daily* class notes on the website. If you are absent, **check the website before you come back to school**. There is no need for the question, "What did I miss?" It is all posted online for you.
  - Check the website even if you're not absent. This year, I am not going to be making copies of worksheets to hand out in class. Everything is going to be posted online, so you will have to check the website to get handouts. (If you do not have access to the internet after school, please let me know & I will gladly provide you with hard copies.)
  - The ShowMe website and my Weebly site contain videos of worked out solutions to common questions. You should bookmark these sites and visit them frequently. If there is a specific problem you'd like to see worked out, just let me know & I'll post it for you.
  - The Algebra II text is entirely online- page for page. If you have reliable internet access at home, you could leave your actual textbook at school and just use the online book at home. Visit <http://www.glencoe.com/cgi-bin/pdfServer.pl/sec/math/ose/algebra2/2005/swopen.pdf> to locate the textbook.
4. **Communicate with me & with your peers.**
  - Am I asking you to talk during class? No. I am asking you to write your work down when you're solving problems. **I will not accept assignments that do not have work.** Communicating your ideas is important in all of your classes; you must be able to explain what you did and how you did it. I am not asking for you to write sentences (you can if you want), but I am asking you to show the calculations that you make to arrive at your solution.
5. **Be organized.**
  - I require that you keep a 3-ring binder for this class. Don't keep material for other classes in your binder... just math! We will spend time in class organizing our binders, but it is very important that you are organized. I challenge you to keep an organized binder for EVERY class! In addition to a binder, I also

recommend that you keep a planner or organizer so that you can write down homework assignments (for all classes) and keep track of everything you need to do. I keep one of these myself; they are very useful.

6. **Trust me.**

- This is my 16<sup>th</sup> year of teaching. I am confident, and I know what **you** need to do to be successful. Will I ask you to work harder than you've ever worked in a math class before? Probably. Will you have homework on the weekends? Yes. Will there be times when you really don't like me much? Maybe. But, you will leave my class in June with a solid understanding of mathematics and with more confidence in your abilities.

7. **Try**

- I don't expect that you remember everything from previous math courses. I don't expect that you like math. I **do** expect that you **try** and that you give everything we do your **best** effort. Have a positive attitude; don't be afraid to make a mistake. Everyone makes mistakes. It's what we do *after* we make a mistake that counts. Don't quit. I know you can succeed.

## Other Items I Need to Include But That You Probably Already Know:

### Rules

1. You have to behave appropriately in my classroom. Respect others- students, me, and any substitutes or guests we might have. Stay in your seat unless I've given you permission to move around. Do *what* I ask you to do, *when* I ask you to do it.
2. Use portable electronic devices appropriately. There will be days when we use cell phones and iPods. All I ask is that you are using them for the lesson and not for texting, tweeting, instagramming, facebooking, etc.
3. School rules will be followed in my classroom and when you see me in the hallway. This includes the dress code.
4. Please don't talk when I'm talking or when a classmate is answering a question.

**What happens if you break a rule?** I handle discipline problems in my classroom; however, if there is a severe incident, you will be sent to the principal's office. Please note: **Not** participating in my class is grounds for punishment. It is called insubordination. If you have your head down on the desk, I'll ask you to pick it up & participate. I won't ask you twice; you'll be sent to the office if you don't comply. I'm not being *mean*- it's part of my rules. You have to participate!

### How You'll Be Graded:

Quarter Grades:

80% Tests & Quizzes (Summative)

20% Homework, classwork, open-note quizzes, participation, and attitude (Formative)

\*Consult the student handbook to see how your final grade will be computed.

### Overall procedures & policies:

1. **At the beginning of class**, you'll come in and get started right away on *bellwork*. These are problems we use to "warm-up" our minds- just like you would before a practice. The bellwork problems will be on the board in the front of the room. Use your notes & textbook for these if you need to. We will have bellwork every day except on test days.
2. **During class**, you should take notes and try all problems. Write everything down, even if it doesn't make sense!! Keep your notes and all class materials in a binder. Periodically, I will give you quizzes on your binder. Being organized is very important!

3. **At the end of class**, please stay in your seat until the bell rings. Clean up the area around your seat. Throw away trash on your way out of the room.
4. **Homework and classwork** will be graded on *completion* only. We will go over answers during class and you will be able to ask questions, but I will not grade homework on *correctness*. Also, if homework is assigned on a Tuesday, it is due on Wednesday. I do not collect all of your homework on the day of the test. One last thing about homework... if you do not *show work* and *communicate* your solutions, then you will not get credit for the homework!!! If answers are provided (such as odd answers in the back of your textbook or answers posted online), then I expect that you check your work against the answers on your own.
5. **Late work** will be accepted up to one week past the due date for half credit; however, I will not remind you to turn it in. You are responsible for meeting deadlines. After one week past the due date, the grade will be a zero. Once a chapter or unit test has been completed, work for that unit may not be accepted. Also, any late work must be submitted prior to the end of the quarter (even if that has not been a week past the original due date.)
6. **If you are absent**, check the webpage for notes and assignments. The webpage will be updated by 3pm each day. Read the notes & your textbook and *attempt* to do the work you missed. If there was a homework assignment due when you were absent, it is your responsibility to show me when you get back. I will most likely not remember to ask you to show me the homework. If you fail to show me the homework, it will be considered late work and will be deducted by 50%. The school policy for absences will be applied.
7. **If you miss a test for any reason (sports, sick, field trip, etc.)**, you will take it the very next day you return to school (unless you are absent for an extended time period.)
8. **If you miss the day BEFORE a test but not the test day itself**, you will still take the test on the assigned day. Tests are announced at least one week in advance; they will not come as a surprise.
9. **Tests must be completed in the normal class period.** Unless there is official documentation, you must complete all tests during the normal class period. I write tests so that, if you know the material well, you will be able to finish during the class period.
10. **You must complete an error analysis for every test.** Please see the "Error Analysis" section for information on how to do this, and pay attention in class for due dates.
11. **Tell me in advance** if you are going to be absent. You might know about college visits, field trips, etc.... communicate this to me so that I am not surprised when you're gone!!
12. You will need to have a **three-ring binder** dedicated solely to mathematics. This binder should have dividers named the following: homework, notes, bellwork, summative assessment & error analyses, and other. You will receive grades on the binder periodically.
13. We will be using **technology** in this class quite a bit. Please note that all school rules apply and that you must only use technology for the purposes outlined in class.
14. You will have the opportunity to **retake** one test per quarter if you fill the following requirements: (a) You must have completed at least 80% of the homework assigned each chapter; (b) You must participate in class on a daily basis; (c) You must complete the error analysis and a review assignment assigned by the teacher; (d) You must complete at least 30 minutes of outside-of-class extra help (either with a teacher or with a peer tutor). You will take a different version of the original test, and the better of the two scores will be recorded. You can do this at any point during the quarter; however, retakes must be completed by the date specified by the teacher in class.
15. There will be a test or a quiz (summative grade) approximately once per week.
16. I will update Progress Book with homework, grades, and other information approximately every day. Please get in the habit of checking there frequently!

## Error Analysis Instructions

Do the following for each problem that you missed on the summative assessment, using a separate paper:

- 1) Rewrite the original question (including any diagrams) that you missed.
- 2) Rework the problem, correcting any error you made in your original attempt to solve the problem. You may get assistance from others.\*
- 3) Write whether you thought your error was a **minor** or **major** mistake. A *minor* mistake would be whether you used the right process but just made a careless error. A *major* mistake would be whether you didn't use the right process at all or were not even sure where to start the problem. It is possible that one mistake can be both a major and minor one at the same time. Also, if you are unsure of the classification of your error, write *I'm not sure if I made a major or minor mistake*.
- 4) Describe, in your own words, why you think you missed the problem. ***This is the most important part of the error analysis!*** Think carefully and explain as best you can. Consider what you were thinking when you did the problem the first time and discuss what you didn't understand then but you do understand now. If you are still confused about the problem, be sure to ask questions so that you better understand why you missed it. Think of this prompt to get you started... "I made a \_\_\_\_\_ (minor or major or both) mistake on this question because I was thinking \_\_\_\_\_ when instead I should have been thinking \_\_\_\_\_."
- 5) Turn in your error analysis stapled to your test, with the error analysis on top.

\*You must spend at least 30 minutes with Mrs. Rivero, another high school math teacher, or a designated peer tutor if you plan to retake the test. The extra time does not have to be continuous; you should keep a log sheet with the date and time and with whom you worked. Turn this in with your error analysis.

Completing this process will be a separate test grade. You must complete the Error Analysis for every test, even if you only missed one point!

By our signatures below, we acknowledge that we have read and that we understand the class information provided in the Applied Algebra II Information Sheet.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

Student Printed Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_