

# Secondary II Honors Disclosure Document

Instructor: Tracy Wallace

Room: 905 Phone: 801-610-8810 x905

Mr. Wallace's Website: [www.mrwallacesmath.com](http://www.mrwallacesmath.com)

Email (best way to reach me): [twallace@alpinedistrict.org](mailto:twallace@alpinedistrict.org)

## Required materials:

- 3-ring binder (2 inch) can be shared with other classes (this will hold your class notes)
- Graphing calculator (TI-84 preferred, TI-83 is good too)
- Pencils - Mechanical is Pref, Pen is not allowed on any turned in assignment (quizzes/tests/etc).
- Loose-leaf paper

## Classroom Rules/Expectations:

**Be Prepared** – You are expected to arrive to class on time with your homework complete. You will quickly find a negative impact on your grade and understanding if you come to class unprepared.

**Be Responsible** – Your success in this class is up to you. I firmly believe that every student can excel in mathematics if they are willing to put in the work and do it on time.

**Be Willing to Participate** – Do yourself a favor and be an active participant in this class, you will learn more and have a better experience. Your grade also depends on it.

**Be Respectful** – Always be respectful to Mr. Smith and your classmates by not disrupting class or using your cell phone inappropriately. Cheating will not be tolerated and will result in no points for that assignment, quiz, or test.

## Grade Breakdown

1. Tests:	60%
2. Homework:	20%
3. Warm-ups	15%
4. Participation	5%

## Homework - 20%

Homework will be assigned every night but I will try to give time to work on it in class. Some homework will be done on paper first and then the answers submitted online through Canvas. Online Canvas Homework will be due at 11:59PM the day before we have the next class. Homework will always be worth 20 points total: 10 points for on-time completion, and 10 points for accuracy. Homework submitted late will be docked 50% (loss of on-time points), which cannot be made up. You can however, go onto Canvas and resubmit the accuracy portion of the homework after you fix mistakes and get full accuracy points. **Corrected and late assignments must be turned in by midnight the day before the unit test.** After the unit test, homework for that unit will not be accepted.

## Quizzes / Warm-ups - 15%

At the beginning of most classes, you will complete a warm-up. Some will be graded on performance, others on participation. If you are tardy you will NOT be allowed to complete the warm-up for that day. Larger mid-unit quizzes will also be given for most units. The mid-unit quizzes **MUST** be taken before the unit test if absent. We will also have activities where students are expected to participate in class, and be given a grade for showing forth a good effort on the activity. Warm-ups and participation grades are final and making them up is not an option. I will drop up to three days' worth of warm-ups/participation for excused absences.

**Participation - 5%**

Participation scores are based on attendance, tardiness, and involvement and completion of activities and tasks.

**Tests - 60%**

You will be given ample notice of test dates. You may do test corrections once for each test (this excludes any term/semester finals). If you are absent you have two school days (one A day and one B day) to take the test by the end of the second day. If you do not take it by then you will miss out on the opportunity for test corrections, and instead take the retake as if it was the original. After these two days I will unlock the test so that you can see which problems you got incorrect. You must also have earned a score of at least 7/10 on the accuracy points for each homework assignment in the unit to do test corrections (you may need to correct and resubmit some homework). You will have about a week to complete the test corrections (I will inform you of due dates).

Test corrections consist of filling out test correction pages for the problems that you missed (this may be done at home), then coming in and retaking just the sections of problems that you missed. This is done under testing conditions, so come prepared, with the test correction pages completed. Test corrections can bring you up to an 89% maximum. Tests and test correction will be completed in my room (138).

**Grading Scale:**

A	94% - 100.00%	C+	77% - 78.99%
A-	89% - 93.99%	C	73% - 76.99%
B+	87% - 88.99%	C-	69% - 72.99%
B	83% - 86.99%	F	00% - 68.99%
B-	79% - 82.99%		

**Tardy Policy:**

Attendance is taken as soon as the bell rings. If you are tardy, you will not be allowed to complete the Warm-up and will receive a 0 for your score. According to school policy, if you miss more than 15 minutes of class, you will be marked as absent.

**Absent Policy:**

Because each days lesson and notes are posted on my website, you are responsible to learn the material from information and submit homework by the due date so that you do not fall behind. Turning in homework after this deadline will result in losing on-time points (50% of your Homework grade). If you are absent for multiple days, you are still expected to get the notes from wesite and turn in the homework on time. If you have a severe illness or are travelling, email me and we will work something out.

**Extra Credit:**

There will be a few opportunities for extra credit during each term, make sure you take advantage of them when given. Additional extra credit is not available at the end of the term. Extra credit deadlines will be announced and late extra credit assignments WILL NOT be accepted.

**Office Hours:**

I am available most days before school as early as 7:15AM and after school until 2:45 PM (except for on Monday's, I am only available until 1:30 due to teacher collaboration). If you need to meet at a different time please talk to me or email me, and we will set something up.

**Advisory Time:** There will be time during class each unit for students that are struggling to get extra help and assistance. This will be done in many different formats including full class, small group, peer instruction, and one-on-one teacher time.

**General classroom rules include:**

1. Being in your seat and ready at the bell
2. No food or drink in class except for water bottles
3. **No cell phones**, ipods or other similar electronic devices during instruction and work time. I will give you permission where and when you may use your phone. Consequences:
  - a. **First offense: Warning;**
  - b. **Second: Phone Taken Away and returned at End of Class;**
  - c. **Each additional: Phone is Take Away and Given to Front Office.**
4. You must follow directions
5. Be on task / working on assignment for the time that you are in the classroom
6. Be respectful of the teachers and other students

**Stages of discipline:**

1. Warning
2. Student is separated from working with partner or group
3. Removal from classroom and parent or guardian notification
4. Administration is notified and school defined measures are taken including notification and or meeting with parents or guardians.

*Stages of discipline may be advanced or superseded accordingly depending on the level of student behavior or actions.*

**Disclosure Document Acknowledgement**

Please detach this page and return to Mr. Wallace (this is your first homework assignment)

**Student:**

I have read the attached Disclosure Document and agree to participate in this class and follow the policies outlined.

\_\_\_\_\_   
 Print Student name

\_\_\_\_\_   
 Student Signature

**Parent:**

I have read the attached Disclosure Document and agree to let my student participate in this class and follow the policies outlined.

\_\_\_\_\_   
 Print Parent name

\_\_\_\_\_   
 Parent Signature

**Parent/Guardian Contact Information:**

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As a teacher, I would like to keep you informed on what is going on in the classroom. Therefore, please list your contact information below. **(Please write legibly)**

Names of Parents/Guardians \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

Is this email address different from the one listed on Skyward?      Yes    No

Other Email Address \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Best Time to be contacted: \_\_\_\_\_

Main language spoken at home: \_\_\_\_\_

Any comments, questions, or concerns that will help me teach your child:

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