**Miss Frederick’s Syllabus 2014-2015**

**Middle School at Parkside**

**Math 8/Algebra 1B**

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**Classroom Procedures**

1. **What to do when you enter the classroom (Neives, p.1)**
	1. You may enter the classroom when you are walking quietly without pushing or disrupting.
	2. EVERY DAY: Exchange your calculator card for YOUR calculator, grab YOUR materials pouch from the student center, grab your binder from the cabinet if you left it in class, and sit quietly in your assigned seat. Place your homework on the left corner of your desk with your stamp sheet underneath it. Copy down the day’s objective in your objective track and begin working immediately and independently on the warm up posted on the board.
	3. You have the opportunity to be marked present and on time by being seated in the correct seat by the time the bell rings.
2. **Being on time vs. being tardy** (Nieves, p. 1)
	1. Being on time means that you are in class and seated at your desk by the time the bell rings to begin class. If you are not in your seat by the time the bell rings, you are considered tardy. Get to class early so that you have enough time to get all of the necessary materials BEFORE the bell rings.
	2. If you are tardy, sign in in the tardy folder. If you have a pass, leave it in the folder.
	3. Join the class in whatever we are currently working on. If you do not know what we are doing, raise your hand and wait quietly for Miss Frederick to come explain what the class is doing.
3. **Leaving the classroom after the bell**
	1. You should come to class prepared every day and should use your passing period to take care of your bathroom needs.
	2. If you come to class unprepared and need to return to your locker to retrieve something after the bell has rung, you may return to your locker to retrieve your missing items and you will be marked tardy on returning.
	3. Similarly, if you chose to leave class to use the bathroom (after having received permission to do so, of course) you will be marked tardy.
	4. Students are able to use their “Frederick Bucks” checkbook to buy up to four bathroom passes to use per trimester. When a student uses a pass they will not be marked tardy.
4. **End-of period class dismissal (Wong and Wong, 2009)**
	1. The bell does not dismiss you, Miss Frederick does.
	2. You should remain in your seat and refrain from packing up to leave until Miss Frederick dismisses you.
	3. Before leaving class be sure you have done the following:
		1. Returned your calculator and all other classroom materials to their appropriate locations (this includes putting your binder away if you do not wish to take it home).
		2. Straightened your desk so that it is lined up with its tape marks on the floor.
		3. Made sure that your desk and surrounding area are clean with no stray scraps of paper, etc.
	4. Miss Frederick will dismiss you when your area meets cleanliness standards.
5. **When you are absent (Wong and Wong, 2009)**
	1. On returning to class, check the absent folder for the days that you missed. Be sure to read the teacher notes and make note of the assigned homework, as well as grab a copy of all handouts you missed while you were gone. You may also reference the homework board to see what assignments you missed and access the class website on your own time to download class handouts.
	2. If after reviewing the materials in the absent folders you still have questions, please ask another student about the things you missed.
	3. If you still have questions, please ask Miss Frederick.
6. **How to pass in assignments**
	1. Papers should be passed in across to the left (Wong and Wong, 2009, p. 198).
	2. Place your paper on the front left corner of your desk.
	3. The next student in the row should add their paper to the stack and move the papers onto the left corner of their desk, and so on. Do not hand papers from hand to hand, but rather from desk to desk (Wong and Wong, 2009, p. 199).
	4. Papers should all be facing the same direction when passed in.
	5. If you are the last person in the row, you are responsible for checking to ensure that all your classmates have their full name and the correct heading at the top of the paper and that all papers are facing the same direction. Once you have confirmed this, Miss Frederick or a designated helper will come by to collect the papers and place them in the turn-in location specific to your hour, located next to Miss Frederick’s desk (Watson, n.d.).
7. **If there are extras/not enough for everyone in your row**
	1. There is a basket located near the extra paper and pencil cans. This basket is meant for all extra sheets. If your row has an extra, please take the extra and place it in the basket without disrupting the class.
	2. If your row did not have enough papers and you need one, go to the “Extras” basket and pick up the sheet the rest of the class has received (Watson, n.d.).
	3. During this process you do not need to disturb Miss Frederick or the class.
8. **Where to find the assignment**
	1. Each day’s daily objectives and class schedule will be posted on right hand whiteboard. You can find your homework for the night on this same board. Sometimes the specific assignment will not be posted if you might be tempted to work on during class time. In this case the word “yes” indicating that you do have homework will be written instead.
9. **What homework should look like when it is turned in (Wong and Wong, 2009)**

Homework should follow the following format:

* Include the proper header: Name (first AND last), Date, Class, Period.
* Write the pages and problems at the top of the page.
* Write the original question as found in the book.
* Show every step of the work you do in an easy to follow format.
* Draw a box around your final answer.



(Manzanita, 2010)

1. **Maintaining your notebook**

It is very important that you maintain a well-organized binder for this class. You are more likely to do well in the classes in which you are best organized. When your papers are organized, you are better able to take advantage of the work you have done to help you study for tests or refresh old concepts needed for new ones we are learning. In this class your binder should meet the following criteria:

* Complete - all assignments, notes, and hand-outs, tests, and any other paper work relating to this class should be kept inside of your binder.
* Organized - Sections should be labeled, each item should be attached to the binder’s 3-rings rather than in the side pockets, each item should also be in its appropriate section and each section should be organized in chronological order. No clutter unrelated to the class should be in your binder.

You will be assessed twice a month with “binder checks”. During binder checks Miss Frederick will collect your binder and grade it for completeness and organization.

However, if you do not feel that you have good organization skills, do not fear! Miss Frederick is going to help teach you how to meet the standards that she expects of you.

*What you will need to do*:

* Label and use dividers to create the following sections in your binder:
	+ Syllabus and Progress Tracker
	+ Interactive Notebook/Textbook
	+ Homework
	+ Tests and Quizzes
* As you receive handouts, graded assignments, and other class-related paperwork, file them daily in the appropriate location in your binder.
1. **How Miss Frederick will get your attention when you are working (Wong and Wong, 2009, p. 183)**
	1. Miss Frederick will say, “ladies and gentlemen, your attention please” and put her hand in the air.
	2. When you see her do this you should put down what you are doing, stop talking, focus your eyes on Miss Frederick and also put your hand in the air.
	3. Wait silently for Miss Frederick to speak.
2. **How to get Miss Frederick’s attention when you are working**
	1. Quietly raise your hand to indicate to Miss Frederick that you need her attention and continue working until she comes to you.
	2. If you would like to go to the bathroom, please put one finger in the air.
	3. If you would like to get something from your locker, put two fingers in the air.
	4. If you have a question, put three fingers in the air.
3. **When you need additional help or require a conference**
	1. Miss Frederick’s room is open to you after school every day by appointment (except days when she has a meeting).
	2. To get after school study-help you must sign up on “After School Study-Help” List located on Miss Frederick’s desk before the end of the day.
	3. Miss Frederick is happy to help those who take initiative in their learning!
4. **What to do if you want to sharpen a pencil, need a new pencil, a piece of paper, or other classroom material**

If the class is **listening** to Miss Frederick or another student speak, please use the hand held pencil sharpener to sharpen your pencil since the one mounted on the wall might cause the rest of the class to be unable to focus.

If the class is working individually or in groups, you may leave you seat to sharpen your pencil without permission. You should do so quickly and quietly so as not to be a distraction to the rest of the class.

Extra pencils and papers are kept at the back of the room in the student center. To borrow a pencil, simply sign it out on the sign out list. Pencils must be returned at the end of the hour. Unreturned pencils will be charged to students account for twice the price of buying a pencil. Pencils can also be bought and kept using your “Frederick Bucks Checkbook” if this is done before class.

1. **Use of calculators and other manipulatives (Gajewski, Personal Communication, October 2009)**
	1. Each calculator is numbered and sits in a pouch (marked with the corresponding number) on the wall. You will also be assigned a specific number at the beginning of the semester and given a card with this number on it, to be kept in your personal binder.
	2. Each day when you enter the room you should retrieve your calculator by replacing the calculator with your numbered card and returning to your desk to begin working.
	3. Calculators (and other manipulatives) are not toys and should be handled responsibly. Students who handle their calculators responsibly will have the opportunity to use calculators (and other manipulatives) in class. Students who do not treat these classroom materials with respect will lose the privilege of working with them until they have developed an action plan for how they plan to better handle property that is not theirs.
2. **When someone knocks**
3. The person closest to the door is our door keeper. Please quietly let in whoever is waiting outside and remind them to fill out the tardy folder.
4. **If the phone should ring**
5. If Miss Frederick is instructing when the phone rings, please ignore the call and continue working. Miss Frederick will attend to the phone call as soon as an opportunity presents itself.
6. **How to blow your nose**

If you need to blow your nose during class, you may get up and do so without requesting permission. Do so as quietly and discretely as possible. Turn your back to the class so as to not be a distraction. Quietly throw away your tissue when you are done, wash your hands with the hand-sanitizer provided, and return to your seat.

1. **Retake Policy**

Miss Frederick wants you to succeed, and she is help you to do very well in math this year. She strongly encourages you to retake quizzes and tests if you did not get the grade that you feel reflects all you can do. The following procedures govern retakes:

* 1. Miss Frederick is willing to consider granting retakes on all tests and quizzes with the exception of final exams.
	2. In order to receive the privilege of retaking a quiz or test, students must complete the following items
		1. Return the first test/quiz to the teacher with a parent signature.
		2. Make test/quiz corrections on all items they got wrong, writing in full sentences what they did wrong for each.
		3. Fill out a Request to Retake form and propose alternative learning activities that you will complete
		4. Meet with Miss Frederick and complete all additional learning activities that you and she agree on (this may include finishing all missing assignments related to the test).
	3. All requests to retest/requiz should be made within a week of getting quizzes/tests back.
	4. Miss Frederick reserves the right to deny students the privilege of retaking.
1. **Electronics Policy**
	1. Electronics are only to be used for educational purposes and with permission from Miss Frederick.
	2. Listening to music on earbuds is not allowed in class. Ears should be free for listening. Earbuds should be left in your locker as they will not be needed in our classroom.
	3. Miss Frederick may allow you to use your phone for different things like in class quick research, learning activities, or taking pictures of your notes for later reference. In these cases, you may use your phone. At all other times your phone should remain on silent and put away.