



In order for you to better understand the Riverside school policies and the policies that apply in our classroom, **I ask that students please review this document and complete the assigned Scavenger Hunt by scanning the first QR code on the last page. I ask that parents/guardians also review this document and complete the Acknowledgment Agreement by scanning the second QR code on the last page.** Feel free to contact me with questions, comments, or concerns that you may have. Additionally, general Riverside mathematics guidelines can be found on the school website linked to my faculty webpage.

OFFICE HOURS

Monday/Wednesday/Friday 8:30-9AM

No appointment necessary during these times.

Students with homework questions must have made a reasonable effort beforehand.

Students will be expected to arrive with specific questions.

Assessments cannot be taken during these times. (See "ABSENCES/MAKEUP WORK")

INSTRUCTIONAL CONTRACTS

Mrs. Worek

- I will be prepared to teach.
- I will teach all of my students.
- I will challenge my students.
- I will welcome questions.
- I will be available for help.

Student

- I will be on time and prepared for class.
- I will bring my Chromebook to class charged.
- I will pay attention.
- I will do my homework daily.
- I will always do my best!

Parent

- I will monitor my child's progress throughout the course of each marking period.
- I will assist my child and my child's teacher as needed.

SUPPLIES

- Stylus (see email from Mrs. Worek with link to an affordable option on Amazon)
- Folder for occasional paper documents
- Pens/Highlighters/Pencils/Erasers
- Planner of some sort (you will **not** receive one from the school)
- TI-84 PLUS Calculator (a class set will be provided but not on loan for homework)
- Optional: If you would like to donate supplies to our classroom, the following would be greatly appreciated:
 - Tissues
 - Pencils

COMMUNICATION

- **Students** will be contacted via their assigned LCPS Gmail account (StudentID@lcps.org). It is expected that students use only this account for school-related communication.
- **Parents** will be contacted via the email address and/or phone number linked to their ParentVue account.

ELECTRONIC DEVICES

The use of cell phones, tablets, computers, Chromebooks, smart watches, air pods, headphones, or any other electronic device is prohibited during class unless I have directed the students to use them. Refer to the traffic light graphic to the right for reference.

Communication devices must be left in the classroom during trips to the bathroom, etc. unless otherwise approved by the teacher.

CHROMEBOOKS

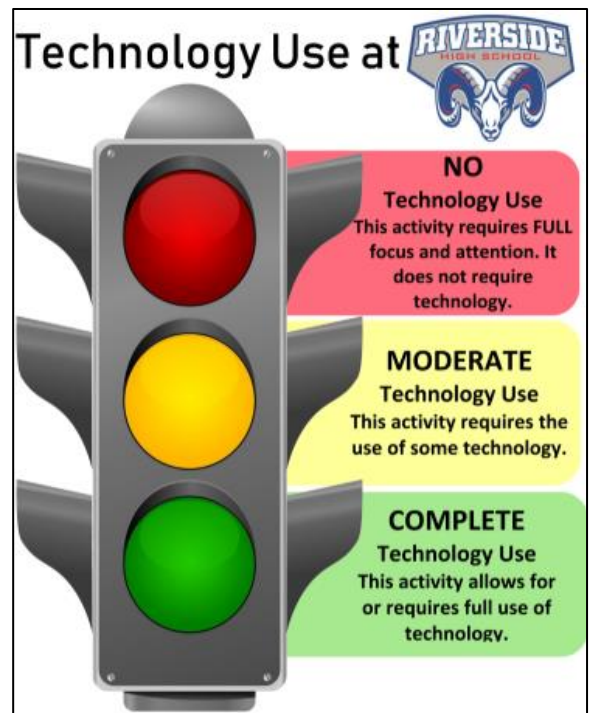
Students should make their best effort to bring their Chromebook to class fully charged. As a class, we will go completely paperless (not including assessments). Students will take notes and complete class activities and homework in OneNote, a Microsoft 365 software. If desired, paper copies should be printed ahead of time at home or in the library.

GRADING POLICY

- 90% **summative assessments**: tests, quizzes, and projects
- 10% **formative assessments**: homework, warm ups, and in-class activities for completion

ASSESSMENTS

- A 100-point Unit Test is administered at the end of each unit.
- 50-point Unit Quizzes are given throughout the course of each unit.
- Mini-quizzes are given on a daily basis at pre-announced times throughout the year.
- Semester quizzes are administered according to the schedule determined by administration.



Math Department Retake Policy for NON-AP courses:

Students have the opportunity to retake tests – the highest grade (original or retake) will be the grade recorded, **up to a maximum of 83%** on the retake test. **This policy applies ONLY to tests.** Quizzes and other assessments are not eligible for retakes.

In order to qualify to take the retake test, **students must meet the following criteria:**

- 1) **90% of the homework** for the Unit for which the test applies must have been **completed on time**. This is calculated each unit according to $(\text{homework points earned})/(\text{homework points possible}) \times 100$.
- 2) **Test corrections** for the original test **and remediation** must be completed with **100% accuracy** by the date specified by the teacher prior to taking the retake test.
- 3) The test retake must be **completed within two (2) weeks** of the date on which the original test is returned in class.
 - a. The retake date deadline will be posted in the classroom.
 - b. The retake date deadline will apply to all students in the class. If students are absent on the day on which the test is returned, they must see their teacher as soon as they return to school to receive their test. **No deadlines will not be extended due to an absence.**
 - c. Retake tests will be administered to students during their study hall or early release on one of two designated days (A or B day).

LATE WORK: Policy for non-Test/Quiz Assessments. Scores on late assignments are graded up to the maximum percentages listed:

- 100% - Turned in on time.
 - 90% - Turned in one school day late from posted due date.
 - 80% - Turned in between two school days late and ten school days late from posted due date.
- *Late work beyond the ten (10) school day period will be accepted for a grade based on teacher discretion.

HOMEWORK

- Assigned daily and due at the beginning of the following class.
- Graded for completion on a 4-point scale. Late homework accepted for ½ credit up to the last day of the unit.
- Honest and significant effort must be made on **every** assigned problem.
- Grades will be recorded in OneNote and Student/ParentVue after each submission.

TARDY TO CLASS

- Students are required to be in the classroom before the late bell rings. Any student that is not in the room at the time the bell rings is considered tardy.
- Students will sign the classroom tardy log upon each occurrence.
- Parents will be contacted and consequences assigned in accordance with the Riverside tardy policy.

ABSENCES/MAKEUP WORK

- Students should refer to the Unit Calendar in OneNote before/during any absence.
- It is the student's responsibility to obtain the notes missed during an absence (i.e. contact another student in class).
- **Students absent the day of a unit review will be expected to take the unit exam on time.** All unit review sheets and answer keys are provided to students well in advance of assessment day.
- Students who *plan* to be absent the day of an assessment should pre-arrange a time to make up the assessment.
- Students who are *unexpectedly* absent the day of an assessment should make every effort to email Mrs. Worek that morning to arrange another time to take the assessment.
- A missed assessment must be made up by the deadline posted on Student/ParentVue during the student's study hall or early release period. Students should make note of and adhere to these deadlines set for makeup assessments and assignments.

HONOR CODE

I place great value on honor and integrity. An honor code is always in effect. Students and parents can consult the Student Handbook for further explanation. If you have any questions at all about these matters, please do not hesitate to ask.

Daily Schedule for Mrs. Worek's Class

Warm-up:

- Problems posted on the board related to the prior lesson and/or homework.
- While students complete the warm-up, homework is checked for completion. This is NOT a time to ask homework questions or rush to complete the homework assignment that is due.

Review of Warm-up and Homework:

- Review of the posted warm-up questions
- Review of any homework questions

Daily Lesson/Activities & Practice:

- Notes (includes definitions, diagrams and examples)
- Students are encouraged to ask questions throughout the lesson.
- Students will be provided opportunities to work together and independently on practice problems. We will review these exercises as a class.

Close/Next Steps:

- Key points of the lesson will be restated and we will re-check for understanding.
- We will restate the evening's homework and highlight what the next lesson will cover.

RESPECT...

- OTHERS AND YOURSELF BY BEING HONEST.
- OTHERS AND YOURSELF BY USING TECHNOLOGY WHEN PERMITTED.

ADVOCATE...

- FOR YOURSELF BY SEEKING HELP.
- FOR YOURSELF BY BEING PREPARED.

MOTIVATE...

- YOURSELF TO WORK COLLABORATIVELY WITH OTHERS.
- YOURSELF TO BE AN ACTIVE AND ENTHUSIASTIC LEARNER.

SERVE...

- BY ALLOWING AND HELPING YOUR PEERS TO LEARN.
- BY ASKING MORE QUESTIONS.

THE MATHEMATICS DEPARTMENT
CHARGES FORWARD!

Students: Scan the following QR code and complete the Syllabus Scavenger Hunt.

bit.ly/woreksyllabushunt



Parent/Guardian: Scan the following QR code to acknowledge having reviewed this document. You will be given an opportunity here to ask questions and/or provide feedback.

bit.ly/worekparentacknow

