**Mr. Skelly Liberal Arts Math II Phone: 850-617-5700 Ext# 1490**

Classroom Expectations Email: skellya@leonschools.net

Leon High School Class Website: http://www.leonschools.net/domain/4803

Before class begins, students should have all necessary materials: agenda, paper, pencil and a calculator. It is unacceptable to expect your classmates or me to constantly provide these materials for you. Come to class prepared every day because we work every day.

*SEATING:* You will be given an assigned seat. You are not allowed to get up and move to another seat for any reason. Attendance will be taken from the seating chart; therefore, it is also important that you stay in your assigned seat especially when a substitute teacher is present. The seating chart will be rearranged every few weeks. If you have a need that requires a specific seat, please let me know.

*NOTEBOOKS*: Each student should have a standard 3-ring binder that is easy to open and close. It should have four (4) sections: Blank paper (lined and graph), Notes, Homework, and Graded Papers. **Keep your notebook in order and have it with you every day**. My grade book is setup by the date assignments are given, therefore, all of your papers must have:

1. your first name, last name, period and assignment number (if more than one sheet is used, all should have the A# written)
2. the **date** the assignment was given. Check the table of contents/webpage if you are not sure.
3. the assignment title clearly written on the paper (Pg #, problems assigned, Worksheet name, etc.)
4. work done neatly and in order (worksheets should have all work attached if needed).

*WARMUPS*: Warmups (except Test days) are on the board when you enter class. These daily practice questions cover current and previously taught material. These are to be numbered sequentially and completed within the first 5 minutes of class. You are allowed to miss two of these due to absences. After two, you will need to get the problems from a classmate. Please check table of contents for the correct W# if you are unsure. These will appear as a HW grade. A list of answers with no work shown will earn no credit.

*HOMEWORK*: Homework should be completed by the next school day. Students are expected to complete (or at least attempt) all of the assigned problems. A list of answers without supporting work does not constitute an understanding of the material. When homework is reviewed in class, you are expected to correct your paper with not only the right answer but also the correct supporting work. It is imperative that you do/correct your work and show everything. HW will be graded on random days. Some days I will spot check or collect your homework. The master list of assignments is near the door. ***Keep yourself organized***. All assignments are numbered and your paper(s) should correspond with the number(s) on the table of contents (also shown on web-page). ). If there is a note-page handout given for a particular lesson, there will be an (N) on the table of contents at the end of that line. That note page will be in the front of the folder along with that assignment (if it is a handout) of the same number. All other notes will be taken by you on your own paper. New lessons are videotaped and posted on my webpage for students to review or watch in case of an absence. A (V) will appear at the end of the table of contents for videoed lessons. If you wish to view videos, you must follow the link from my webpage. The majority of work assigned will be from the book. Homework will be accepted up to one day late with a 20% reduced grade.

*Quizzes*: These are given periodically to ensure that you are doing your homework and practicing the concepts taught in class. Previous material may be on these quizzes. It is your responsibility to review and stay current with any topics already covered. Some quizzes will be unannounced. Quizzes usually range from 15 to 30 points.

*TESTS*: You can expect to take about 3-4 tests during a grading period. Test dates will be announced in class and posted on my webpage. Because of this difference in point values, your test grades will determine roughly 70-80% of your total grade. Be prepared. All tests are 100 points each. All tests missed must be made up within three school days of the original test date. If you fail to meet this deadline, you will forego your opportunity and will have to take the retake version of the test as your original grade.

*RETAKES*: Students are offered an opportunity to retake one TEST per grading period. The last test of any grading period is not able to be re-tested. Also, unless the student writes “do not score” at the top of a re-test, the grade earned will be the new grade—even if it’s worse. In order to qualify for a retake, you **MUST** correct the problems that you missed on the original test and that test must be signed by a parent/guardian. Corrections are due on a specified date prior to being allowed to retest. Corrections will not be accepted on the day retests are scheduled. Plan ahead, being absent the day corrections are due is not excuse. Correction due dates are announced well in advance.

*TEXTBOOKS:* We have a classroom set of books for use while at school. Textbooks will NOT be issued. The book is available online and can be viewed on any electronic device. During the last 3 minutes of class, you can also take a photo of the problems you need to finish if you are not done by the end of class.

*MAKE-UP WORK/ATTENDANCE:* If you miss any test or quiz due to an absence, you will be permitted to make it up according to Leon County Policy. HOWEVER, the grade will remain a zero until the attendance office excuses the absence. You should excuse all days that you miss. This is EXTEREMELY important for tests and quizzes. You will take the assessment, but the grade will remain a ZERO until the computer indicates you have excused your absence for my class. There are no exceptions for this rule.

*LEAVING CAMPUS:* If you leave this campus for any reason during the school day without signing out through the attendance office, you will be unable to excuse the classes you miss. The LHS policies for tardies and absences will be followed. Be sure to document your absences carefully and excuse them promptly.

*GRADING:* Your grade is determined by the total number of points earned divided by the total number of points possible. Your average will be rounded to the nearest whole number at the end of the grading period. I will neither accept late work nor give extra credit work for you to raise your average at the end of the grading period. Do your best on each and every assignment.

**A** 90-100 **B** 80-89  **C** 70-79 **D** 60-69 **F** 0-59

*Extra Credit:* There isn’t any. Bonus points will occasionally appear on test or quizzes.

*Food/Beverage*: Students are not allowed to eat/snack during class. Bags of food from restaurants are not allowed in class; do not ask me to store them for you. Beverage containers that do not have secure lids are not permitted in class (ie: fast food drinks, soda cans). I will also not store these items for you.

Do not discard any of your graded assignments including tests/quizzes until your final nine-week grade is determined. I will need to see your papers if there is a discrepancy. You should save everything you do in this class; you will see test/quiz questions similar to your HW. Please note: I am teaching you concepts. In order to succeed in this class, you need to understand the idea. Do not attempt to memorize every example I show you. You will also need to remember what you have learned as we move along. This course very much depends on your ability to apply previous knowledge to new concepts being taught. This course will cover chapters 1-12 of your book.

**Discipline and Classroom Policy**

1) Be on time for class. If you enter class without a pass after the bell rings, it will be noted as an unexcused tardy. Be sure to have a signed pass if for any reason you will arrive after the bell. **Your agenda is your pass—have it with you every day**. The agenda must be your own in order to have the pass be legitimate. The first two (2) unexcused tardies will be handled by me. The third is a parent contact. On the fourth (4th) you will be marked “late” which counts as an absence, which cannot be appealed and could cause you to fail this course according to the attendance policy. On the fourth and each subsequent tardy during the grading period you will get a tardy referral to the dean.

2) You are expected to treat me and all other students with respect. If you wish to be treated as a young adult, act like one. Failure to do so will result in a detention or a discipline referral, depending on the severity of the incident.

3) I am responsible for this room and its appearance. Do not leave your trash on the floor or under your desk. No food or drinks are allowed in class. Water will be allowed if you have a spill-proof container. Do NOT move furniture within my room.

4) I have no control over the temperature in the room. Please dress accordingly and within dress code policy. Do not adjust or open the windows or change the blinds.

5) You are expected to use my class time to work on my assignments. If you finish early and show me your paper, I will consider allowing you to work on another subject. Finishing early and being a class disruption to others will not be tolerated.

6) ) Use of cellular devices (including smart watches) during class will NOT be permitted. Each day you enter class, you are to take out your folder, calculator, any other materials needed for the day. Your phone will be silenced and placed in your book bag/purse. Your phone is to stay out of reach until you have finished the HW for the day or until the last 3 minutes of class. You may not use your phone as a calculator. Failure to comply will result in your phone being confiscated and turned over to the dean. Your parent will have to come to school to get it back.

**Students caught with a device that takes pictures or texts (phone/smart watch) on their person during a quiz or test will receive a ZERO on that assessment. In addition, your device will be confiscated. You may NOT retrieve your devices on a test day until told to do so. Failure to comply will result in your test grade being a ZERO. Students who are caught breaking this rule will NOT be allowed a retake attempt. Bring a book or something else to study if you think you will finish a test/quiz early.**

**Academic integrity violations** can include plagiarism, cheating, and unauthorized group work on any assignment, project, or test.

If a student is caught the following will occur:

* The student will receive an F with zero credit.
* The citizenship grade will be lowered for the grading period.
* A notice will be recorded with the guidance office.

Any occurrence of academic dishonesty may be reported by the guidance office on college admissions applications.

7) Students are not permitted behind my desk or to use my computer for any reason. Do not take or touch items on my desk. Take care of your personal business on your own time. My phone is for emergency use only.

8) The Leon County Student Code of Conduct will be followed. Course standards will be taught according to LCSB policy.

I am available 7th period (Monday – Thursday) for help. Please double check with me if you plan to see me after school in case I have a conflict. You should keep this syllabus for future reference.

Do not discard graded papers until your 9-weeks grade has been determined. Your paper(s) will be needed in case of any discrepancy.

**Parents:** 1) Please send me an email so that I can create a parent list on my computer in order to contact you should the need arise. Please include any pertinent information I might need to contact you (work/home/cell numbers or additional email addresses). In the subject line please put **ONLY** put your child’s Last Name, First Name to help me organize parent emails. 2) Please check my website often to view what we are covering, to see what is being assigned for homework and to view upcoming assessment dates. 3) Make sure the attendance office has your current phone and mailing information. The computer will call your home if your child is absent. Remember that documentation of an excused absence should be submitted to the attendance office within three (3) days of returning to school.

Please be aware of the Leon High School attendance policy located in your child’s agenda book. If a child has 4 or more unexcused absences, the student may not be allowed to participate in extracurricular activities. This includes but is not limited to sports, field trips, dances, and other activities. Please excuse all absences promptly with valid reasons. Please see the agenda book or call the attendance office if you have questions. Parents are encouraged to view their child’s attendance ( and grades ) online frequently to avoid problems.

Please also make sure that you read the section regarding use of cell phones during class. Phones that are confiscated by the dean will ONLY be returned to a parent.

One-Way Text Messaging Service for Students / Parents

I use a texting service through a company called Remind.com. This service allows me to group text every student/parent that signs up. I will use this service to remind everyone upcoming test, quizzes and other reminders. The system only shows your name and I restrict the Remind texts to *SEND ONLY* messages from me. I have set the system to NOT allow replies. If you have a question regarding any texts I send, you will need to email me. If you wish to sign up, text this number: 81010. In the message type the class code: @skellylam2 . If you have used remind in the past, it should recognize your number and indicate that you have been added. If you are new to Remind, type your first and last name and hit send. You can also sign up online by going to Remind.com and using the class code above. Please remember you cannot reply to these text messages. The service is primarily for students, but parents can sign-up. Leon County has set up each student into every teacher’s Remind account. The messages generated to these accounts are being sent to your school email address. If you do not check your school email daily, I suggest you use the class code above. Parents will need to use the number and code above to add themselves to the class list.