

Syllabus

Teacher: A. Houghton

August 1, 2017

1 Resources and Contact Information

Tuesday: 3:00 - 3:45 pm

Thursday: 3:00 - 3:45 pm

*More office hours may be added as the year goes on as they are needed.

Email: audrey.houghton@sp.imagineprep.com

Website: <http://houghton-mathematics.weebly.com>

2 Course Description

Successful Cambridge IGCSE Additional Mathematics candidates gain lifelong skills, including:

- A deeper understanding of mathematical principles
- The further development of mathematical skills including the use of applications of mathematics in the context of everyday situation and in other subjects that they may be studying
- The ability to analyze problems logically, recognizing when and how a situation may be represented mathematically
- The use of mathematics as a means to communication
- A solid foundation for further study

A Cambridge learner is expected to be innovative, reflective, engaged, responsible, and confident in their learning. As a Cambridge school, we are working to develop these skills in each of our students.

Students will be given an outline for the year after a pre-assessment, giving a more in depth description of the course.

3 Classroom Rules

- Respect yourself, others, and private property
- Gum is prohibited in our school and warrants an automatic detention
- Water must be kept in transparent bottles
- Food is allowed during designated snack times established by the teacher
- Keep your desk area and assigned cubby clean, as workspaces are shared
- Take responsibility for yourself and your learning
- Keep all learning materials organized

4 Policies

4.1 Grade Weights

Assessment of Learning - 70% of final grade

- The purpose of an assessment of learning is to measure student performance at the **completion** of a learning cycle
- May include unit and course assessments, quizzes, performance tasks, portfolios, presentations, projects, essays, and other demonstrations of learning

Checks for Understanding - 30% of final grade

- The purpose of a check for understanding is to measure student progress **during** a learning cycle
- May include bell work, worksheets, quizzes, and other checks for understanding determined by the teacher

4.2 Absent Work Policy

Students will be given the amount of days that they were absent plus one additional day to complete course work that was missed during their absence. For example, if a student missed 3 days of school they would be permitted 4 total school days to turn in work without penalty.

During an anticipated absence, parents must contact the office 3 days prior to their absence if they wish to receive work. Parents may only request to pick up work from the office after their child has been absent for 3 or more days. Students who miss two or less days of school are required to obtain their work upon returning to school. It is the student's responsibility to acquire, complete and turn in work that was missed during an absence.

All late work must be turned in with a completed blue absent slip stapled to the front.

4.3 Late Work Policy

Students must turn in all assignments on time so that the learning opportunities involved in completing each assignment are realized. If a student fails to turn in an assignment on time, students are encouraged to make an effort to complete that work in a timely manner for partial credit as indicated below:

- Within 1 week of the initial assigned due date for 90% of the original credit
- For example, a student failed to turn in an assignment that was due on September 6th. The student must turn in the late assignment no later than September 13th (1 week from September 6th).

*Please note: If the late deadline happens to fall during a day when school is not in session, students must turn in late work the last day school is in session **BEFORE** the late deadline. For example, if the late deadline is during Fall Break, students must hand in that late work no later than the Friday **BEFORE** Fall Break.*

Please note: As we approach the end of a grading period, all late work must be turned in 1 week before the end of the grading period regardless of the deadlines stated above to ensure teachers can accurately and appropriately assess all work in a timely manner. For example, if the first quarter ends on October 10th, all late work must be turned in by October 3rd even if it violates the deadlines stated above.

All late work **MUST** be turned in with a completed pink late slip stapled to the front.

4.4 Assessment Policy

Grading Assessments

The lowest grade to be entered in PowerSchool on an assessment that is fully complete will be a 50%. Assessments that are not completed in full will result in the student receiving an Assessment Referral.

Students will be held accountable to complete all assessments by faculty and staff. This includes having students attend Office Hours, being pulled from Elective courses, Stay Full Day Wednesday Study Hall, and Saturday School for high school students.

If an Assessment has not been completed within one week of the original due date, student will be given an Assessment Referral. At this point, the administrative team will assign the student to a staff member to ensure the Assessment is completed during Stay Full Day Wednesday. Assessments that are not completed and turned in on the due date are subject to a 10 percentage point deduction in grade.

Redoing Assessments

Any assessment may be redone if the student did not completely master the intended content or skills, and the student has demonstrated sincere effort to prepare for the assessment the first time it was given.

Rigorous relearning or review in preparation for the second attempt will qualify a student to redo an assessment.

Redoing assessments is a privilege, not something to be taken for granted.

*School wide, 92% is considered mastery. Students may only redo an assessment if he/she scored below a 92%. In addition, the highest redo score a student can earn is a 92%.

Students must complete a remediation process. Prior to a redo, students **must** present the following:

- Completed previous homework assignments about the concept are completed and correct
- Completed study guide / review sheet
- Corrected original test
- Parent signature on the original test

Once the remediation process has been completed, reviewed and is satisfactory, the student is eligible to complete a retake of the assessment during Wednesday stay full day.

This process should be completed after one week, but no longer than two weeks, from the original assessment. With the understanding that students do learn at different paces, this timeline can be flexible as long as there is constant communication between teacher, student and parents.

4.5 **Plagiarism**

According to the Arizona State University's academic integrity policy, plagiarism is defined as follows: "Plagiarism means using another's words, ideas, materials, or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately " (<http://www.asu.edu/studentaffairs/studentlife/srr/academic.integrity.htm>).

Any student who compromises the academic integrity policy will automatically receive a zero, and parents and administration will be notified immediately. For any further questions on academic integrity, please reference the Imagine Preparatory at Surprise student handbook.

4.6 **Ethical Use of Classroom Tools**

Students will be using computers, texts, and other resources during the course of the year. They are expected to use any and all materials for their intended purpose. If students fail to use the materials appropriately, they will lose the privilege of having access to them at school.

5 Expectations

5.1 Organization

Students will need the following supplies to be successful in Cambridge IGCSE Additional Mathematics:

- Graph paper / graph paper notebook
- Lined paper, if the student does not want to write their notes on graph paper everyday
- Folder / accordion folder to keep all papers together
- Writing utensils (preferably pencils)
- Any pen that is not blue or black ink in color

Students are responsible for keeping their class materials organized and coming prepared to class everyday.

Once students are assigned a gmail account and password it is critical that students remember their login and password for chromebook usage and to access learning materials from home.

5.2 Agendas

Students are expected to keep their own agenda with daily objectives (posted in the classroom and on the class website) and homework assignments (posted in the classroom and on the class website).

6 Classroom Specifics

Students will be given homework assignments throughout the week that they will bring back for a sticker. This sticker is redeemable as extra points for the unit. We will go over and correct each assignment in class for understanding. The stickers will be added up at the end of each unit and added to the student's assessment grade portion. Do not lose your homework.

There will be other, more in depth assignments throughout the units as well that will be collected for points. These will be specified to the students in class and on the class website.

One skipped sticker homework assignment is allowed per unit. If students are consistently not turning in sticker homework assignments, a parent or guardian will be notified.

What you will find on the course website:

- The syllabus
- Assignments

- Helpful documents and links
- Unit Schedule
- Office hours
- Email address

For any additional questions, please refer to the student handbook or contact Ms. Houghton at audrey.houghton@sp.imagineprep.com

This syllabus is subject to change during the school year.

Please sign the portion below and return to Ms. Houghton for a sticker by Friday of this week (August 4th).

I have read and understand the course syllabus for Cambridge IGCSE Additional Mathematics in the 2017-2018 school year.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Contact Email: _____ **Phone:** _____