

College Prep Algebra 1  
Room B-210  
Mr. Miller  
E-mail: mmiller@bishopnoll.org  
2017-2018

## COURSE INFORMATION & SYLLABUS

### CLASSROOM RULES

1. Follow all school rules.
2. Follow directions the first time given.
3. Bring required materials to class everyday. Required materials include **textbook, notebook, loose leaf paper, pencil, eraser and calculator.**
4. Be in your seats when the bell rings.
5. Keep hands, feet, and objects to yourself.
6. Be respectful of your classmates and teacher.
7. No eating, drinking, gum chewing or swearing.

### REQUIRED MATERIALS

Each student is expected to bring to class everyday:

1. The textbook (McGraw-Hill Algebra 1: Indiana)
2. A 5-subject notebook
3. Loose leaf paper
4. Pencils
5. An eraser
6. A calculator

The use of a calculator is **strongly encouraged**. I recommend purchasing a graphing calculator as you will need it for later courses. (Texas Instruments TI-83 or TI-84+). However, a standard scientific calculator will be sufficient for this class. Please be aware that **no student may borrow another student's calculator during a test or quiz.**

Pencil is the recommended writing instrument for this class. This means that pencil should be used on **ALL** assignments, test, and quizzes. I will not accept work done in pen. Any assignment that is handed in using pen will be returned to you. You will need to redo it in pencil, and I will deduct 10% from the grade.. Don't let this happen. **Use pencil!** We all make mistakes. Mistakes made in pencil are easy to correct. Your papers should be legible and neat. I must be able to read them to grade them. Anything that is turned in that I cannot read will be marked wrong.

When the bell rings, you are expected to be in this classroom getting ready for the day's lesson – not walking in the door or sharpening a pencil. There is plenty of time to sharpen pencils before class starts. If another teacher keeps you, be sure to bring a pass from that teacher.

### GRADES & ASSESSMENTS

Assignments will be given on a regular basis. If possible, I will allow class time to begin the assignments. It is expected that they are done neatly and that all steps required to solve a problem be shown for each problem. **All assignments are due at the beginning of class on the due date.** Homework assigned from the textbook should be done in your notebook. They should be labeled with the date, page and assigned problem numbers. These assignments will be worth five points. If they are completed in their entirety, you will receive five points. If they are attempted but not complete, you will receive two points. If they are not attempted or completed, you will receive a zero. If I ask you to hand in an assignment on loose leaf paper, it should have the proper BNI heading as shown below:

Your First Name & Last Name  
Algebra 2, Period #  
Date Due  
Assignment: page # and problem #s

Assignments should be turned in on time. **NO LATE WORK WILL BE ACCEPTED!** In the case of a short absence, you will be given one day for each day you were absent to make up the work and receive full credit. Extended absences will be handled individually.

Tests (100 points) and quizzes (20 – 50 points) will be given on a regular basis. Tests will be announced several days in advance and will normally cover an entire chapter (some chapters may be split into two tests.) Quizzes will usually be announced, but may and will be given unannounced. These will usually occur once or twice during a chapter. **Tests and quizzes will be graded and returned for review in class, however under no circumstances will graded tests and quizzes be sent home.** Homework will be checked during class. In most cases, you will receive 5 points for each completed assignment. From time to time, I may collect homework. In this case it will be worth 10 – 20 points.

Grades are determined by the following weighted scale:

Tests or Projects	60%
Quizzes	15%
Homework	25%

A letter grade will be assigned based on the BNI grading scale. I do not round grades.

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = less than 60

#### LETTERS OF RECOMMENDATION

Each year, I am asked to write many letters of recommendation for college applications, scholarships, etc. All letters must be requested **at least** two weeks in advance of their due date. Requests must be made in person. I will not accept an e-mailed request to write a letter. Once you request a letter, you will be given a form to fill out that will ask information about how to address the letter and various other details that may be useful to me in writing your letter. Please remember that I am under no obligation to write a letter and may refuse your request for any reason.

#### OTHER INFORMATION

This is a math class, therefore, you are expected to work on math in this room. If the class is involved in a discussion when the bell rings, you should remain in your seat until I dismiss you. If you are working on an assignment, the bell will dismiss you. This means that you should be working until the bell rings.

If you need **extra help**, I am available in my classroom (B210) during SRT on **Wednesday only**. You may also come in for help after school. It is up to you to come in for help. Please do not wait until it is too late. If you are having trouble, come in ASAP.

BEST WISHES FOR A SUCCESSFUL YEAR!