

**Contact Information:****Conference Period: A days - period 1 - 8:35 am - 10:00 am****School Telephone: 713-741-2410****email: [khoeffne@houstonisd.org](mailto:khoeffne@houstonisd.org)****Grading System**

Exams will account for 50% of the grade and will be given after completion of a unit. Exam dates will be announced approximately 1 week in advance. There will be at least 2 exams per grading cycle.

Quizzes will account for 40% of the grade and will be given approximately 4 times per grading cycle.

Homework assignments account for 10% of the grade and are due at the beginning of the next class period after an assignment is given. Homework is graded on effort and percent of work completed, not necessarily on correct answers. Process steps must be shown for each problem. No credit will be given for late homework assignments. One homework grade will be dropped per cycle.

**Course Outline:** A **tentative** schedule for lessons, homework assignments, quizzes and exams will be provided to students at the beginning of each grading cycle.

**Math binder:** All homework assignments, quizzes and exams must be kept in a separate math binder. The math binder must be brought to class each day.

**Returning graded assignments:** Exams and quizzes will be graded and returned to students within two class periods from the time of administration. Parents are requested to monitor the progress of their child through these graded assignments and contact me immediately if there are questions or concerns.

**Progress reports:** All students will receive a progress report by the end of the fourth week of each grading cycle. Students are expected to have a parent sign the progress report and return it the following class period.

**Class Rules**

1. Arrive to class prepared and on time. Textbook should be brought daily.
2. Do your own work. Exams and quizzes are to be completed independently.
3. Turn in assignments on time. Late work will not be accepted unless due to an absence.
4. Treat others with courtesy and respect.

**Absences:** In case of an absence, the cycle assignment sheet can be used as a guide to determine what was missed. You will be given one class day to turn in work missed as a result of an absence. If you are absent on the day of a major exam or quiz, you must schedule a make-up activity on your first day back to class.

**Tutoring/Extra Help:** Students will have opportunities to attend tutorials outside of the school day. Details will be announced in class during the first week of school.

**Student Keys to Success:**

- Daily practice of previously learned concepts and working on a regular basis to learn new concepts.
- Keeping in touch with me on a regular basis about difficulties.
- Working on homework assignments seriously and being prepared to ask questions when the homework is reviewed in class.
- Paying full attention in class, taking good notes and reviewing them daily.
- Reviewing all quizzes and homework problems before an exam and making sure that these problems can be worked successfully without assistance.

**PreCalculus B Units:**

Cycle 4: Trigonometric Functions, Analytic Trigonometry

Cycle 5: Applications of Trigonometry, Polar Coordinates/Vectors, Sequences/Series

Cycle 6: Topics in Calculus: Limit, Derivative, Integral of a Function

I have carefully read and understand the rules, guidelines and procedures for this class.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I have carefully read and discussed these guidelines with my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_