

**Syllabus**  
**Algebra Readiness**  
**Ralston Middle School**

**Instructor:** Eri Pruett

**Room:** 11

**Email:** [epruett@brssd.org](mailto:epruett@brssd.org)

**Class Website:** <http://www.mspruett.com>

**Phone:** 650-637-4880

**Required Materials:**

- 8.5" x 11" notebooks (as you will take a lot of notes, a notebook with at least three subjects is recommended.)
- 3 file folders with pockets inside (one for each trimester)
- Several legal pads or binder papers
- A glue stick
- Several highlighters
- A ruler
- Pencils (all work must be done IN PENCIL)
- An eraser
- Pens (for grading)
- Graph paper
- Post-it labels

**Attendance/Absence/Make-up Work Policy:**

- If you miss class, you are responsible for getting notes, class work, and homework from your classmates or from the class website.
  - If you are absent for a test, you must see me to reschedule the test as soon as you return to school. Rescheduling is your own responsibility! If you do not reschedule your test, you will receive a zero!
- All class information will be available online.
- Suspensions are unexcused absences!
- Your attendance for the full length of all class periods is vital. Tardies are extremely disturbing to the class. You will lose part of your daily participation grade for each unexcused tardy.

**Course Grade:**

I will determine your course grade using the following percentages. I reserve the right to change these percentages if I feel it is appropriate. I will notify you of any such changes.

- Daily Homework/Projects	30%	A: 100 - 90%
- Participation	10%	B: 89 - 80%
- Notebook/Folder	10%	C: 79 - 70%
- Quizzes/Exams	50%	D: 69 - 60%
		F: 59 - 0%

**Daily Homework:**

- Homework will be given daily and collected on the next day, unless otherwise specified.
- Homework serves as a review of the day's lesson. You should spend at least 30 minutes every day to complete the homework and review the topic of the day's lesson. If you ever feel confused or stuck, come talk to me immediately.
- All homework must have the correct heading: Name, Class, Period, Homework Number, Date Assigned, and Parent Signature.
- Homework will be checked at the beginning of every class.
- No late homework will be accepted.
- You must show your work on each problem. Homework without full work will be considered incomplete.
- You need to store your graded homework papers in your file packet. This is very important as you will have to turn in your organized file folder before each grading period.

**Participation:**

- Each student will automatically receive 5 participation points daily. Every time you are late to class, misbehave, fail to follow directions, or are not on task, 1 point will be deducted from your daily participation grade.

**Quizzes/Exams:**

- Quizzes will be given periodically.
- No calculators are allowed unless specified.
- Quizzes may be announced or unannounced (pop quizzes) and can range from 2 minutes to 50 minutes.
- Some quizzes will be completed in groups.
- The unit exam will be given at the end of each unit.
- I will provide a short list of topics that will be covered by the test.
- You will also need to study your notes, quizzes, class work, and homework.

**Classroom Rules:**

- School policies on behavior apply. Be on time and prepared for class. Respect each other, the school, ideas, questions, your teacher, and yourself. Always raise your hand to talk. Absolutely no food, drinks, phones, stereos, skateboards or roller-blades are allowed in the classroom. You may not walk around during class without the teacher's permission. No disruption or disrespect of any kind is allowed.
- Consequences for breaking the classroom rules:
  - 1<sup>st</sup> infraction: warning
  - 2<sup>nd</sup> infraction and beyond:
    - temporary or permanent seat change
    - detention
    - call home
    - parent conference
    - classwork quietly in another class

- referral (a referral can be issued at any time for inappropriate or unsafe behavior.)
- Consequences are given at the teacher's discretion. Some infractions may just garner a temporary seat change while something more serious may result in a referral. The consequence will depend on the situation.

**Website:**

- All the information about the class is available at <http://www.mspruett.com>
- Grade information is also available on the class website. To access grades, click on the "Grades" link. A name and password is required to access the main grades page.

name: ralston

password: pruet

Note that the name and password must be in all lowercase letters.

Once you have entered the Grades name and password, you will be presented with the main grades page. From here you must select your class and enter your personal name and password. Your name is just your last name, and your password is your last name followed by your student ID number with no spaces.

For example, a student named Thom Yorke who has a student ID number of 1234 would login using "Yorke" as his name and "yorke1234" as his password. Passwords may only contain letters and numbers, so students with spaces or dashes in their name must cut these characters out for their password. For example, a student named "De La Cruz" should enter his password as "delacruz" followed by his student ID number. Similarly, a name like "Jolie-Pitt" would become "joliepitt" when used in a password.

- If necessary, I can change your grades password at any time. However, in order to maintain security I require your parent or guardian to visit me at school in order to change grade passwords.