

Mrs. Peek - Finance Math

1. Contact Information

- a. To schedule a phone call or in person conference, please contact me via email or leave a message at the High School's front desk.
 - i. 903-876-3219
- b. The best way to reach me is by email. I will respond within 2 business days.
*****Guardians AND Students will receive an email and/or progress report from me at least every 1-2 weeks. Please be sure to have the correct email address listed in Skyward*****
 - i. elizabethpeek@frankstonisd.net
- c. Google Classroom and email are going to be used OFTEN in my classroom. PLEASE ensure your student knows how to login to their account(s), access material within Google Classroom, and open attachments within their email.
- d. Tutorials
 - i. Tuesday, Wednesday, and Thursday 7:20-7:35 and 4:15-4:45

2. Major Math Topics Covered

- a. Introduction to Personal Finance
- b. Budgeting Basics
- c. Saving Money
- d. Credit and Debt
- e. Consumer Awareness
- f. Career Readiness
- g. College Planning
- h. Financial Services
- i. The Role of Insurance
- j. Income and Taxes
- k. Housing and Real Estate
- l. Investing and Retirement
- m. Global Economics

3. Required Materials

- a. 1" 3-Ring Binder
- b. 5-Subject Dividers
- c. Notebook Paper
- d. A planner to write their assignments, and test dates in.
 - i. The following link is a planner I have found on Amazon that has multiple subjects within one planner
<https://a.co/d/1ymmPqK>

4. Classroom Management Policy

- a. I have a very structured classroom. Upon entering the classroom students are expected to:
 - i. Enter the classroom respectfully
 - ii. Place their belongings on their desks
 - iii. Collect their designated computers from the computer cart
 - iv. Return to their desks, log into their computers, and get out their math binder, then place any unnecessary belongings under their desks.
 - v. Look at the board for the day's bell work/notes/assignment (the agenda for the entire week should be written in their planners at the beginning of class on Tuesday)
 - vi. Complete their bell work within 5 minutes of entering the classroom
 - vii. Upon completion of the bell work students will either log into the program for the day on their computers, or get their notes and/or assignments out of their binder
- b. The following are the consequences for behavior issues/conflict
 - i. 1st occurrence: Verbal warning
 - ii. 2nd occurrence: Level 1 Referral and Parent Contact
 - iii. 3rd occurrence: Level 1 Referral and Parent Contact
- c. Following this, students will immediately be given a level 2 referral and sent to the Assistant Principal

5. Grading Policy

Daily Grades

- i. Assignments for each unit will generally be assigned on the first day of a new unit. Students will be given a paper copy of the assignment, as well as have access to a copy on Google Classroom. Assignments will be completed IN class
- ii. If an assignment is not completed and turned in during the allotted time:
 1. Students will be given the opportunity to attend same day after school tutorials and/or next day morning tutorials to complete the assignment.

2. If the assignment is not completed during those two tutorial times, ZAP will be assigned for the following school day.
- b. Late work will result in the following:
 - i. 1 Day Late – Zap
 - ii. 2+Days Late - This will then be considered a behavior violation and will be handed over to the ZAP team.
 - iii. Late/Missing work may only be turned into ZAP and students must bring me their ZAP slip showing the ZAP facilitators signature in order for the assignment to be graded.
 1. ZAP slips will only be accepted during student's assigned class time, or during tutorials.
 - iv. Students will have until the 3 week grading period to turn in any missing/late assignments. After the three week grading period has passed assignments will not be accepted, a zero will be given, and corrections/retakes will not be given.
 - c. Cheating is prohibited. If the student is cheating, a zero will be given and corrections/retakes will not be given.
 - d. Daily Grade Corrections/Retakes
 - i. Corrections on daily grades will only be offered during tutorials, by appointment. The assignment must be completed and turned in during tutorials to be considered for grade improvement by correction.
 1. Half credit will be given for daily corrections
 - ii. Retakes for full credit for daily grades will only be offered AFTER your student has either: completed corrections in tutorials OR attended tutorials for a reteach.

Test Grades

- e. Quizzes/Tests are to be completed and turned in during class. Quizzes/Tests will not be taken out of class, quizzes/tests that are taken out of class will be given a zero and students will be given an alternate quiz/test over the concepts for the first offense, if another offense occurs a zero will be given and retakes/corrections will not be given.
- f. If a Quiz/Test is not completed and turned in during the allotted time, students will turn in their paper to me and may attend tutorials the same day afternoon (4:15-4:45), and/or the next day before school (7:20-7:35) to complete the assignment.
 - i. If students do not attend one of the tutorial times (or make other arrangements with me) after morning tutorials (7:20-7:35) the

next day, whatever work was completed in class will be graded as is.

- g. In each unit there is at least one assignment, sometimes two, that will be labeled as a 'Quiz'. Students will be given one full class period to complete this assignment as a mid-unit grade(s).
- h. For each unit there is an end of unit test. This assignment will be taken as an end of the unit test grade.
- i. Corrections and retakes on tests MUST be completed no later than two weeks after the original test grades were posted.
- j. Corrections on tests must be completed with me during one of my offered tutorial times. This will be used as a reteach opportunity, and NOT a grade improvement. Corrections are used to give eligibility for a test RETAKE.
 - i. Corrections will be completed during a scheduled tutorial time. Students will have one opportunity to attend this scheduled tutorial time to complete corrections.
 - ii. To receive credit for corrections, students must:
 - 1. Write a complete sentence stating *why* they chose the original answer
 - 2. Show all work proving their new answer
 - 3. Write a complete sentence stating *why* their new answer is correct.
 - iii. Once full credit has been received for test corrections. Students will have the opportunity to complete a test RETAKE.
 - 1. Test RETAKES will be completed during a scheduled tutorial time. Students will have one opportunity to attend this scheduled tutorial time to complete the test retake.
 - iv. Once the retake has been completed, I will evaluate which test grade is higher. The higher of the two grades will be entered into the gradebook.
 - v. *****I understand sometimes circumstances will arise, and we may make alternate arrangements outside of what is listed here to get assignments/quizzes/tests completed. The best way to reach me to make those arrangements is at elizabethpeek@frankstonisd.net.*****

6. ZAP

- a. As mentioned above, ZAP will be assigned if work is not turned in by the due date and time.

- b. Students will be assigned ZAP if they are at risk of failing and have not attempted corrections/retakes on eligible assignments within the 3 week grading period.

7. Absences

- a. In case of an absence, personal or school related, it is the student's responsibility to collect notes or missed assignments. Notes will be posted to Google Classroom. Notes and assignments are labeled by unit and handout/assignment number. Students will receive one day for each day of absence to complete and turn in any missing work. After the allotted number of days, my late policy will then go into effect. ***Please see above for the detailed late policy***, a zero will be given, and corrections/retakes will not be given.

8. Electronic Device/Technology Policy

- a. My technology policy is zero tolerance. If the electronic device/other prohibited technology is visible I will confiscate the item and hand it in to the appropriate staff.
- b. You will receive a separate detailed electronic device policy to sign and return.

9. Dress Code

- a. Students will be checked for dress code upon entering class
- b. Students who are out of dress code will be sent to the office
- c. Regardless of what class period it is, students who are out of dress code will be sent to the office
- d. Hoodies, hats, earpods, pajama pants, slippers, and shorts that are above the required minimum length are some, but not all, of the dress code violations that will result in an office referral

Please detach the next page, and sign for your understanding of these policies, and the Electronic Device Policy.

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Guardians and students review this together to ensure full understanding of each policy.

Return this page signed and dated. It will be a daily completion grade.

I have read and understand the:

- Policies and Procedures
- Electronic Device Policy

Student

Signature: _____

Guardian

Signature: _____

Date: _____