

## Minnesota Virtual Academy Online Syllabus for MTH403A Pre-Calculus/Trigonometry

### A) Instructional Contact, Communication and Academic Support Information

<b>Teacher Name:</b> Mrs. Heidi A. Lsen
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<b>Teacher Phone Number:</b> 612-666-6666 R 612-666-6666 p 612-666-6666
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<b>Teacher Skype Username:</b> hpa_lsens
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<b>Teacher E-mail:</b> hpa_lsens@mnava.org
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<b>Class Connect Times:</b> 8:00 am - 8:30 am Tuesdays and Thursdays
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#### **Teacher Contact Time**

Class connect sessions are designed to provide instructional, academic, and social support for students. These sessions are provided for the lessons within the online learning system and the standards together to improve student achievement. Class connect sessions are conducted via Blackboard. The times scheduled for class connect are listed above. ***Attendance for Class Connect sessions is mandatory. Attendance is recorded by attending class live or by watching the recording and submitting the required documentation to your teacher.***

The instructor will respond to students within the hours scheduled for school days, Monday through Friday, unless the teacher has previously notified their students that they will be unavailable for a period of time. Non-verbal communication is the primary communication platform for A-High school teachers, students, learning coach, and administration. Then, the communication is time-sensitive, and many items require a specific response. As communications for A-High school students will be sent via e-mail. However, teachers might use other methods such as Skype or phone calls on a student's behalf if needed.

Major projects or research papers submitted by the students will be processed and graded within a week.

#### **Student-to-Teacher Communications**

Students may contact the teacher using the following methods;

Teacher's Skype username: hpa\_lsens

Teacher's home and office email: 612-666-6666 R 612-666-6666 p 612-666-6666

Teacher's e-mail: hpa\_lsens@mnava.org

## Student Attendance Expectations

### **Attendance Policy**

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### **Absences**

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. The scheduled direct service intervention provided by a special education teacher, English learner teacher or other specialist, as outlined in the student's service agreement.

## Recording Attendance

Good attendance is essential for school achievement and success. **If your child is ill or has a valid excuse for the absence, you must notify the school by reporting it on our online e-form, posted on our school website and made available through the school advisors and homeroom teachers.** Teachers are solely responsible for reporting unexcused absences. Daily, teachers will verify the attendance hours reported in D by reviewing the time spent on completed lessons and will document additional attendance hours spent in extracurricular activities outside the classroom to appear as student's overall attendance. If his overall attendance has not equaled one hour daily, students who do not demonstrate adequate attendance hours and a participation in their coursework, unexcused absences will be reported for that day.

## Excused and Unexcused Absences

**Parents or legal guardians must report all student's absences to the attendance e-form prior to the student absences. Absences may be excused because of illness, religious observance or instruction, family emergency, funeral and bereavement, or for medical, dental, orthodontic or counseling appointments. All other absences are presumed to be unexcused (Minn. Stat. 120A.22, Subd. 12). Excessive excused absences for medical reasons may require doctor's verification of the absences.**

A student is having attendance or academic concerns, a meeting may be scheduled to discuss the situation. The school or the parents/guardians can request this meeting. Possible solutions might include: the child's participation in an attendance plan, referral to a community agency or counseling, tutoring, mediation, modification of the child's schedule, additional assessments, accompanying the child to class sessions and attending virtual classes or one day, or referral of the child to alternative educational programs and services available in the district. The school mandates that the student is to attend a virtual all-day work session (i.e., complete work in Blackboard collaborate under the supervision of teachers who monitor and assist the student) and the student does not attend, it will be noted as an unexcused absence.

## Truancy

A student who has missed three or more class periods or three or more days is considered a "chronic truant" under the law (Minn. Stat. § 120A.01, subd. 1). A student who is absent for one or more class periods or seven school days or more is considered an "habitual truant" under the law (Minn. Stat. § 120A.01, subd. 2). A parent or guardian must compel the attendance of a child at school pursuant to Minn. Stat. § 120A.01. Failure to meet this obligation may result in legal action. Notices of habitual truancy, both a parent and child may be subject to juvenile court proceedings, if deemed

ne necessary by the child's residence only. The child is referred to juvenile court or court (applicable to children age 12 and over), the child may be subject to a variety of court-ordered dispositions, including suspension, restitution or delay of the child's driving privileges, probation, etc. § 160.51.

As the child is having a hard time on terms, parents may schedule a meeting with appropriate school personnel to discuss solutions to a child's behavior. Possible solutions might include: the child's

participation in an after-school plan, referral to a community agency for counseling, tutoring, mediation, modification of the child's schedule, educational assessments, accompanying the child to school and attending classes for one day, or referral to the child to alternative educational programs and services available in the district.

### **Vacations and Extended Breaks**

Families wishing to take vacations or extended breaks during the school year must notify either the student's grade level advisor or homeroom teacher of the absences prior to the vacation. **Extended breaks must have approval from the Administration if the vacation is planned for more than three days.** Notify the school personal in advance of the absence in writing in the day(s) being marked as the scheduled absences and subject to all in-school after-school activities.

### **School Closings**

Because of a disaster at school, there are no school closings due to inclement weather. Students are expected to log in and participate in their daily classroom schedule, even when Houston Public School's radio signals are closed.

### **Academic Support Available**

Each student, in addition to the availability of scheduling one-on-one sessions with the instructor, homeroom teacher, and counselor assigned to the student, the homeroom teacher will be monitoring individual class and after-school work with their homeroom students to complete the (personalized learning plan) and the king in with their student to provide support in terms of academic and any school-related issues. The counselors serve to ensure the student is enrolled in the necessary course work, both for graduation requirements and preparation for projects beyond high school.

### **Technical Support Available**

As the student is living in his/her home, the student is responsible for computer hardware and software issues. A technical need arises in regard to course material or a course. The student should contact a technical support agent ( ) - and the technical support agent will assist him/her with the issue. An A-H student is experiencing difficulty with an A-H -s applied computer, the student should contact a technical support agent immediately a ( ) - so the repair can begin promptly. The student should contact his/her teachers and the A-H office toll-free a ( ) - option if he/she is experiencing technical issues.

### **Communications with Resident District for Part-time Students**

#### **Format and Frequency of Reports:**

The head Academic Advisor assesses grades at mid-semester and the end of the semester of the local school. On a person, the parent and the student. Requested by the enrolling district, progress reports are made on a more regular basis.

#### **Format and Frequency of Communication:**

The head Academic Advisor phones or emails the enrolling district if any of the following issues arise:

- plagiarism

- lack of attendance

- lack of progress toward course completion

- compliance requirements of the standards.

#### **Final Grades and Submission:**

The head Academic Advisor assesses final grades within days of the end of the semester unless the enrolling district has requested the grades earlier.

## **B) Course Outline**

**Course Name:** real trigonometry

**Course Credits:** 1 credit

**Course Prerequisites:** Success in MTH203: Geometry and MTH303: Algebra II (or equivalent)

### **Course Goals and Objectives**

Students will learn to communicate using mathematical vocabulary, symbols, equations, graphs, tables of numbers, and words. They learn to explain mathematical notation, describe functions in terms of their domain and range, solve problems involving linear and other special functions, and combine two or more functions of real numbers. Students explore important characteristics of quadratic functions. They learn to graph them, see their properties of solving equations, and model real-world situations with them. Students explore interesting characteristics of polynomial and rational functions. They learn to classify them, perform operations with them, see their properties of solving equations, and model real-world situations with them. Students sharpen their skills in working with exponents and radicals, see new applications of exponential functions, and learn to do exponential functions with logarithmic functions. Conic sections are real-life phenomena that are found in architecture, space, nature, and more. Students explore how and where they occur as they progress through this unit, learning about conic sections, circles, ellipses, hyperbolas, and parabolas.

### **Topic Outline**

[https://www.k12.com/high-school/course-list/real-trigonometry-comprehensive-math.html#course%20line](#)

### **Required Texts and / or educational materials**

Course materials will be available in various formats, which may include physical and/or digital materials.

A calculator is recommended for graphing calculator is recommended.

### **Minimum Technical Requirements**

*Phones and tablets cannot run all necessary programs at MNVA*

Students may see either a list or a table of the following capabilities:

- Speed: 1.5 MB or better
- RAM: 1 GB (minimum)
- Disk space: 1 GB or more
- D-R or D-D drive
- Monitor: 15-inch or larger panel

- Audio: -bit sound card
- modem: kbps (minimum)
- microphone and speakers
- operating system: Windows or better
- Microsoft® Internet Explorer®
- Adobe® Reader®
- Macromedia Flash™
- Shockwave™
- Quicktime®

Students are expected to be competent in using current technology appropriate for his class. The technology may include word processing, spreadsheets, and presentation software. Ability to use the Internet and e-mail, download files from e-mails and the Internet, and attach files to e-mails and upload files is also required.

### **Final Exam**

Students will be completed online on or before the upcoming exam.

### **Extra Credit Option (If available)**

Extra credit is available by attending CCs or watching recordings

## **Assessment of Student Work**

### **Grading**

During online courses, students will receive grades for homework assignments, quizzes, essays, projects, participation and other activities. **Students will be able to see their grades at any time by going to their grade books.** Students have questions about grading procedures, they should contact their instructors. ***Students are required to save their work throughout the semester.*** By saving their work, students will be able to retrieve any assignments in question and receive them with their teachers in the event of a dispute or question over a grade.

### **General Description of Assignments**

See Appendix A

### **MNVA-HS Grading Scale**

- = A	.	- = B	.	- =	.	- = D	.
- = A-	.	- = B-	.	- = -	.	- = D-	.
- = B+	.	- = +	.	- = D+	.	- =	.

### **Late Work Policy:**

Assignments due after each or completed must be completed and submitted no later than ; on the day after the deadline, zeros are entered as grades for every assignment not received by the day deadline. Work may still be submitted if it is late and the zero will be changed, so will receive all redi i i is rned in i hin one week of the day after the ni es. Each scored assignment rned in a er ha deadline ill still be graded, b yo r s ore ill be red ed by %.

When a ing ir ms an es pre en yo rom omple ing ork be ore a deadline, please on a yo r ea her in ad an e. The late poli y may be adj s ed on a ase by ase basis a the dis re ion o the ea her. den s i h s and lans may be s bje o a di eren poli y as s a ed in heir or .

### **Retake Policy:**

graded Assignments and ar es s ores are inal. o re akes or redos are allo ed. n ea ni , s den s may re ake a q i . ( i re akes m s be aken B R he d e da e or he ni es or ha ni .) n ea semes er, s den s may re ake a es (par only). Be ore doing a re ake, he s den m s irs mee me in o i e ho rs o re ie or he q i or es .

### **Policy for Addressing Academic Dishonesty**

**If progress is made in the class without corresponding user minutes in the lessons, the scores will be counted as zeros until the student meets with the teacher in a live session to confirm the scores.**

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•**Second offense;** he ea her ill no i y he s den and his her learning oa h and arrange a mee ing o dis ss plagiarism and es ablish a sys em o ens re he beha ior



steps. The student will receive a zero on the assignment or be asked to redo it or partial redo it.

●**Third offense;** a meeting will be called between the student, learning coach, teacher, advisor and administrator to address the recurrent plagiarism and discuss an academic plan to correct the problem and increase the student's understanding of academic integrity.

***Repeated offenses may result in the recommendation that the student be removed from the course. Removal from a course is subject to authorization by administration and, where necessary, will result in a failing grade in the course for the semester.***

## Minnesota Academic Standards Alignment

The PreCalculus class aligns with the elements of the Minnesota Academic Standards as required by the Minnesota Department of Education.

A complete list of alignments can be found at –

[http://mnva.k12.mn.us/sites/minnesotava.new.rschooltoday.com/files/MNV\\_A\\_Math\\_Alignment\\_2013.pdf](http://mnva.k12.mn.us/sites/minnesotava.new.rschooltoday.com/files/MNV_A_Math_Alignment_2013.pdf)

### Appendix A

Below is a list of expected assignments. Please note that this list is subject to change. **To find the current assignments and their due dates, please see the course calendar in your D2L class.**

#### Unit 1

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#### Unit 6

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