



SAT Prep
Abbott Lawrence Academy
2019-2020

Teacher: Laura Perrotta

Classroom: 203A

Email: laura.perrotta@lawrence.k12.ma.us

Office Hours: Thursdays 2:45-4:00

Course Description

This class aims to prepare you to succeed on the Verbal portion of the SAT. Using Princeton Review materials, we will dive right into the advanced strategies that yield the highest scores on this exam. This “think like a testmaker” approach to SAT preparation will go beyond surface-level tips and tricks, providing you with techniques that are both understandable and effective. This class will be a combination of in-class review, at-home work, and practice exams. And fair warning: we’re going to move fast!

Materials

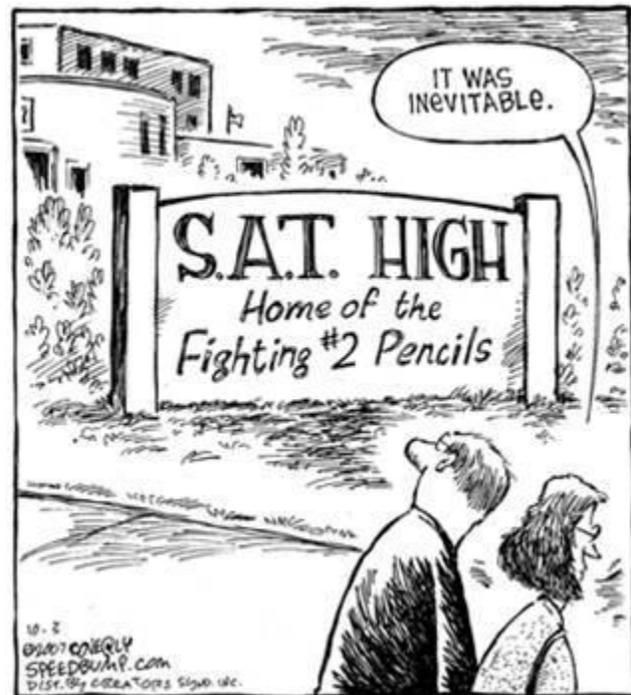
Please have the following with you in class each and every day.

- pens: blue, black, & red ink
- pencils
- loose-leaf white notebook paper (college-ruled)
- highlighter
- folder

REQUIRED TEXTS

The following will be provided to you by the school.

- Course Workbook for the SAT (Princeton Review, 2018)
- Verbal Workbook for the SAT (Princeton Review, 2018)
- 9 Practice Tests for the SAT (Princeton Review, 2018)



Means of Evaluation

The list below generally describes the assignments that you will be expected to complete during the course. Guidelines for each assignment will be distributed individually.

GRADE BREAKDOWN

Assessments	(50%)
Practice exams	
Classwork	(30%)
In-class writing & activities	
Homework	(20%)
Notes, readings, practice tests, other	
Marking Period	(100%)

GRADING SCALE

Letter Grade	Numerical Equivalent
A+	97 - 100%
A	94 - 96%
A-	90 - 93%
B+	87 - 89%
B	84 - 86%
B-	80 - 83%
C+	77 - 79%
C	74 - 76%
C-	70 - 73%
D+	67 - 69%
D	65 - 66%
F	0 - 64%

- An “A” grade represents outstanding work that is good enough to be shown to other students as an example.
- A “B” grade indicates better than average work that demonstrates excellent effort and understanding.
- A “C” grade is assigned to work that demonstrates competence but does not display any attempt to shine.
- A “D” grade indicates work that is lacking in some important way.
- An “F” is a failing grade. It will be given if an assignment or exam is not submitted or is extremely poorly executed, or in the case of plagiarism or other failure to adhere to norms of academic honesty.

Assignment Policies

PASSING IN WORK

Every day we meet you'll have an opportunity to practice your test taking skills. I expect work to be completed during class (graded each day), but if you are struggling my office hours are open for you and my door is always open after school.

LATE WORK

Homework is due at the beginning of class. To help you prepare for the SAT consistently, we will almost *always* review homework answers at the start of each class. Because of this, **I cannot accept late work.**

- If you are absent from school for the entire day, you must turn in the homework the next time we meet at the start of class. If you are absent when major assignments are due, you must turn in your work the next calendar day.
- If you are absent from class but present in school at some point during that same day, you are still expected to turn in your work that day.

MAKE-UPS

I understand that sometimes life happens. Generally speaking, I ask that you complete any make-up assignments within **TWO CLASSES** of your return to school. (This timeframe will only differ if you have been absent for a prolonged period of time and have considerable work to make up.)

- As mentioned above, when you are absent, it is **YOUR RESPONSIBILITY** to identify what assignments you've missed and to complete them in a timely fashion.
- For in-class assessments such as tests or quizzes, you are responsible to see me in order to schedule a day, time, and location for the make-up.

Absences & Tardies

It is the expectation of the Lawrence Public Schools that all students are to attend all classes. While the district strives for 95% attendance, there are consequences for students whose attendance in their courses falls to 90% or less - including credit loss and/or retention. To earn credit in any course, a student is obligated to:

1. Fulfill the course requirements as defined by the content and performance standards for the course;
2. Maintain above a 90% attendance rate in all courses, no more than eight (8) absences per semester and no more than sixteen (16) absences for the year.
 - a. While credit is only earned at the end of a semester or year-long course, to earn a grade for the quarter, no more than four (4) absences are permitted.

If a student accumulates more than four (4) absences per quarter in any course, s/he will receive a grade of "N" on the report card, indicating that s/he is "Not on Track for Credit" due to poor attendance. If a student receives an "N" for one quarter, s/he can still receive a passing grade for the semester or year if the student maintains a passing grade average and is not absent more than four (4) times in the remaining quarters. It is important to remember that "N" represents a notice to both students and parents that they need to monitor their school attendance more closely and set a goal to improve attendance. One "N" does not represent that a student is failing the course from a lack of achievement. (If a student is failing the course for lack of achievement, the report card would reflect the failing grade, not an "N.") If a student receives one or more "N" grades, they will also be ineligible for Honor Roll.

Students may also convert an "N" acquired for a course to a letter grade by pursuing credit recovery options available at his/her school or programs. Options may include enrollment in extended day classes,

Saturday programs, Acceleration Academies, or online course work as appropriate/available. These options should be discussed directly with the student's classroom educator.

If a student earns two "N's" in a semester course, s/he will receive No Credit for the course and likewise, if the student receives four "N's" in a full year course, s/he will receive No Credit for the course. The absences would meet the threshold for chronic absenteeism and the student should set up a meeting with his or her guidance counselor to make arrangements to repeat the course or its equivalent in summer programs or future terms. For students who have otherwise achieved or exceeded the course standards, an alternative opportunity may be created.

Students who are consistently late to classes will receive disciplinary action. Consequences are as follows:

- One** detention after a student's **3rd** unexcused tardy in a class.
- Two** detentions after a student's **6th** unexcused tardy in a class (parent phone call).
- Three** detentions after a student's **9th** unexcused tardy in a class (parent meeting).
- A **Week** of detention after a student's **12th** unexcused tardy in a class.
- Students will be referred to **in-school suspension** after their **15th** tardy. Disciplinary action after the 18th tardy will be at the discretion of the principal and may include an attendance hearing at Central Office and/or disqualification from taking Early College courses.

Make-up Work

If a student is absent, it is their responsibility to get assignments from their teachers. Students who are absent on a due date need to turn in their work the following day that the class meets at the start of class. If students are absent when major assignments are due, they must turn in their work the next calendar day.

Late Work

Written assignments are due at the beginning of each period. Late work will incur penalties. Teachers determine the point deductions for each assignment.

Snow Days

Students are encouraged to check the Lawrence Public Schools webpage, the Superintendent's Twitter account, and their local news station for information about Snow Days. If a Snow Day is observed on a "A-Day" schedule, upon returning to school students will follow a "B-day" schedule. In the event that a due date for a major assignment falls on a snow day, students must still turn in the assignment only if it required electronic submission.

ACADEMIC SUPPORT

An important skill we expect ALA students to continually develop throughout their high school career is *Self-Advocacy*, which is identifying what you need to be successful and seeking out the resources or people to help you. ALA provides numerous opportunities for students to advocate for themselves.

Office Hours

Teachers are available to help students in their classrooms each day until 3:15 pm. In addition, teachers hold office hours from 2:45 - 4:00 pm once a week so that students can discuss their work in the course and ask questions. Students are encouraged to attend office hours to seek extra support. If a student cannot make a teacher's scheduled office hours, they should contact them directly to set up a meeting.

Study Hall

All ALA students have at least an hour and thirty minutes of Study Hall per week where they can work on assignments and meet with teachers. Students can sign-up for an extra Study Hall period during our Advisory block.

GUIDANCE POLICY

Students are required to set up appointments to meet during the school day with the guidance counselor. She also holds drop-in times before and after school and during Advisory. In an emergency, a teacher can refer students immediately to the guidance office.

HALL PASSES

Students should obtain a Hall Pass from a teacher to use the restroom or travel within ALA. Students are also required to sign-in/out when leaving and re-entering a classroom. A separate written pass is required to go to the nurse. Students cannot leave any class during the first or final ten minutes of a 90-minute class. This is known as the 10/10 rule. Teachers will use their discretion on a case-by-case basis.

UNIFORM

Come in uniform, no matter what. Be in uniform at all times. No hoodies (even if you tuck it in...it's still a hoodie.) The uniform consists of an ALA black or maroon polo, khakis, and closed-toed shoes. Other acceptable garments include crew neck sweaters, fleeces, cardigans, or ALA track jackets in black, maroon, navy, grey, or white. These garments must be solid colored and should not have any designs or stripes. Polo shirts must always be worn underneath these garments. Hooded sweatshirts and denim are not allowed in any way. Student cannot wear these garments through their arms. Students may wear LHS or ALA gear so long as they have a visible ALA polo underneath. Students who have any concerns regarding uniforms should reach out to any ALA teachers or administrators who will help resolve any issues discretely.

Students who do not adhere to our uniform guidelines will be subject to the following disciplinary action:

- **-One** detention after a student's **3rd** offense.
- **-Two** detentions after a student's **6th** offense (parent phone call).
- **-Three** detentions after a student's **9th** offense (parent meeting).
- **-A Week** of detention after a student's **12th** offense.
- **-Students will be referred to in-school suspension after their 15th offense.** Disciplinary action after the **18th** offense will be at the discretion of the principal and may include a hearing at Central Office and/or disqualification from extracurricular activities, school events, and taking Early College courses.
- Teachers have the authority to confiscate items of clothing that are not in adherence with the dress code. Items will be returned to students at the end of the day.

**We acknowledge that situations may arise throughout the year where a student may not have access to a uniform. We ask that students have a parent inform us when such situations arise. A parent can notify the school by phone, email, or note before 8:00am on that day.*

ACCEPTABLE USE OF TECHNOLOGY

If there is ever an appropriate or useful time to use your phone I'll let you know. Otherwise, phones need to be in your backpacks during class.

First infraction: reminder to put away.

Second infraction: Mrs. Perrotta holds onto your phone for the remainder of the period.

****Any refusal to turn in your phone will result in no work being graded that day.****

The use of technology in classrooms and throughout ALA should be viewed as a privileged resource and not a right.

School Computers

ALA has several computer carts equipped with Chromebooks and full-service Laptops. Many of the carts are only for classroom use and some are reserved for individual student sign-out.

- **Classroom Carts** – computers in these carts are not to be taken out for student's individual use. The only exceptions to this rule are during a Study Hall period and before/after school. Students using Chromebooks before or after school must use the device in the classroom where the cart is located.
- **Overnight Reservations** – students who require a computer to take home to complete assignments can do so. Please be aware that computers are limited and we will try to fulfill every request as best we can.

Google Account

ALA students are given a Google account that is tied to their LPS ID Lunch number. We strongly encourage students to use this account given that many assignments are done through many of the Google Suites applications. Here is how to log-in to Google:

- Username – 12345@students.lawrence.k12.ma.us
- Password – 00012345
- Replace “12345” with students’ unique LPS ID number.

ACADEMIC DISHONESTY

Students are expected to maintain the highest level of academic integrity. When using ideas, words, and short passages from other people's writing, students are required to acknowledge the source. Failure to acknowledge the contribution of others is considered plagiarism. Submitting plagiarized work, failing to properly cite or fabricating sources, and any other academic dishonesty will not be tolerated and will automatically result in a failing grade for the given assignment and further disciplinary action. Students will not be allowed to make up any plagiarized work for credit. Plagiarism includes copying directly from the Internet, a book or article, or another student’s work (with or without their permission). In order to avoid these issues, students are encouraged to speak with any teacher or administrator if they have any questions (no matter how small) about their work or citing sources.

Students who are found to be academically dishonest will be subject to the following disciplinary action:

- 1st offense – Week of after-school detention.
- 2nd offense – In-school suspension.
- 3rd offense – Out of school suspension.
- 4th offense – Disciplinary Hearing at District Office (action to be recommended by hearing officer). At this point students may be disqualified from participating in Early College courses in their Junior or Senior year and/or placed on Academic Probation.

*All offenses come with a grade of a “o” for the assignment in which the student was academically dishonest.

DETENTION PROTOCOL

An ALA staff member will inform students if they have received a detention. Detentions are usually served for infractions related to tardiness, uniform, academic dishonesty, and incidents related to behavior. Detentions will occur during lunch (12:40-1:10) or after school (2:50-3:20pm). Students must be at the designated location by the start time or they will not be allowed to serve their detention. As a consequence, students will have to make up the detention they missed in addition to another day for arriving late.