

Course Syllabus  
*Ting-Hsuan Liu (T. Liu)*  
*5<sup>th</sup> Math and Mandarin Chinese*  
2019-2020

**COURSE DESCRIPTION:**

Hi, I'm Ms. T. Liu. I'm so excited to be 5<sup>th</sup> grade math and Mandarin Chinese teacher for this school year. It's my third year in MIMS and my eighth year in my teaching profession. If you need anything, please contact me via email: [TINGHSUAN.LIU@houstonisd.org](mailto:TINGHSUAN.LIU@houstonisd.org) I'll get back to you as soon as possible.

For the math curriculum, I'll stick to HISD pacing calendar. <https://www.houstonisd.org/Page/95977> As for Chinese, it'll be a cumulative review for Better Chinese 1-4. I create my own reading materials and Chinese HW. The curriculum throughout the year can be found in here. <https://tliuedu.weebly.com/mandarin-chinese-course.html>

For more details, please refer to the message below.

**COURSE MATERIALS:**

1. Please go to HISD HUB to check on the **weekly math and Chinese lesson plans**.

<https://www.houstonisd.org/hubinfo>

2. **Math:**

- (1) textbook: Go Math 5

- (2) All the math resources: <https://tliuedu.weebly.com/math-course.html>

- (3) Math projects: <https://tliuedu.weebly.com/math-and-chinese-projects.html>

- (4) Useful tools for assignments: <https://tliuedu.weebly.com/useful-tools-for-assignments.html>

3. **Mandarin Chinese:**

- (1) Chinese course resources(curriculum, textbooks, each lesson content) and Better Chinese volume 4

- <https://tliuedu.weebly.com/mandarin-chinese-course.html>

- (2) Extra Chinese learning resources:

- <https://tliuedu.weebly.com/mandarin-chinese-learning-resources.html>

- (3) Chinese projects: <https://tliuedu.weebly.com/math-and-chinese-projects.html>

- (4) Useful tools for assignments: <https://tliuedu.weebly.com/useful-tools-for-assignments.html>

4. **Homework:** I'll check **math homework** to plan for whole-class reteach. As for **Chinese homework**, I'll teach them how to do it and I put all the references needed for the completion of homework on the packet. They'll have to finish all of it on the assigned due date. I'll also comment on the section that each student needs to work on.

5. **Classwork:** I'll give each student one file to organize their classwork. **All classwork will be collected in their folder to use as the yearly portfolio. They won't be sent home till the end of the school year, unless parents write to me and request to see those works.**

**NOTEBOOK POLICY**

1. We'll use notebooks for both Mandarin Chinese and math everyday. Students have to learn how to take good care of them, such as writing neatly, not skipping any page and etc..

2. In math class,

- (1) students are required to **write down the date, solve several math questions** on their notebook (we called it Do-Now in class) as soon as they come into the classroom.

- (2) students are required to take notes or correct their answers on their notebook.

- (3) Students have to record the date and glue handouts and worksheets on their notebook.

### 3. In Chinese class,

- (1) students are required to write down the date, copy daily writing practice contents, such as vocabularies, sentences, strokes or daily journal on their notebook.
- (2) students are required to glue their extra handouts or glossary which aren't included in the textbook on their notebook.

#### **PLANNER:**

Planners are used daily to write activities, items due, notes to parents if there's any, etc.

#### **CLASS RULES:**

Please join us in the Class Dojo to know more about my classroom management regulations and learn your child's daily conduct grades.

\*\*\*I'll send home the class dojo code. Please join us there. Thank you.

If you want to know more about dojo points and conduct grades, please visit this page.

<https://www.houstonisd.org/Page/170932>

#### **GRADING POLICY**

CATEGORY	DEFINITION	PERCENT
Homework	<b>*Even though homework isn't taken for a grade, every student is strongly suggested to complete homework, because homework and assessments are aligned.</b>  I'll collect homework from previous week and distribute new homework <b>every Thursday</b> .	0%
Classwork	Independent student work completed in class. Grades range between zero and 100.  Classwork is due <b>every Friday</b> .	35%
Quiz	A formative assessment that is designed to monitor student learning and foster development and improvement within an ongoing activity. (short-term learning) Grades range between zero and 100.  Quizzes will be taken <b>on Thursday</b> , with some exceptions of shorter weeks or holidays.	25%
Project*or Test**  * Each project will have daily grades taken at pre-assigned checkpoints per the rubric **1 retake per test allowed. Retake policy must be followed.	A summative assessment that measures mastery of learning objectives and TEKS from homework, classwork, quiz (long-term learning). Grades range between zero and 100.  Tests will be taken <b>on Thursday</b> , with some exceptions of shorter weeks or holidays	40%

#### **LATE WORK**

Not accepted. (except for student absences).

#### **STUDENT ABSENCES**

**Classwork** (including performance tasks)

- If the student is absent, the student will receive appropriate accelerated instruction upon student's return. Students have **3 days** to turn in the classwork for credit. **No retakes.**

### Weekly Quiz

- If the student is absent, the student will receive appropriate accelerated instruction upon student's return. Students have 3 days to take the quiz at school. **No retakes.**

### Tests or Projects

- If the student is absent on the testing date or project due date, the test will be given or the project will be turned in on the day for credit when the student returns.
- One retake per test allowed (not applicable for projects) Retake policy below must be followed.

### **RETAKE POLICY**

#### Elementary

- Teachers go over the tests with the class after the tests are graded.
- Teachers work with students who do not meet passing standards (70) while others work in stations.
- **All students who do not meet passing standards in the tests will be given a retake**, which is scheduled on the same test day of the following week. This is the only retake opportunity except students who were absent.

The higher grade between the original and the retake is recorded. If the retake is higher than the passing standard, the passing standard is recorded.

### **CONDUCT GRADES AND BEHAVIOR EXPECTATIONS**

**\*I'll use class dojo to keep track of student's conduct record. (I'll send home the QR code specifically made for each child on 8/27 with the Tuesday folder.**

#### Elementary School

- Excellent (Purple or 4): goes above and beyond to demonstrate MIMS values. Students independently demonstrate understanding of routines and expectations without directions.
- Satisfactory (Green or 3): demonstrates MIMS values. Students follow teacher directions or respond to teacher redirections immediately.
- Poor (Yellow or 2): fails to demonstrate MIMS values. Students needs teacher redirections frequently and sometimes fail to comply.
- Unsatisfactory (red or 1): fails to demonstrate MIMS values which results in disruptions of learning environment. Students consistently fail to respond to redirections.
- Unrelated to academic performances
- Documented and communicated with parents
- Average of daily or weekly conduct (Conduct in common area is calculated with homeroom conduct.)
- Each teacher provides one conduct grade for each student per grading cycle
  - Elementary school English teachers enter the conduct grade under English Reading
  - Elementary school Chinese teachers enter the conduct grade under Mandarin Reading
- ISS or OSS will result in an unsatisfactory conduct for the referring classroom. (SDMC 1/13/14)

### **SUPPORT AND TUTORIALS**

1. I'll do small group or one-on-one tutorial in class. If students still need more support, I'll communicate with parents first and find out a way to help child grow.
2. If you think any accommodation will be beneficial to your child's learning, please email me. I'll make some adjustments to help your child and provide you feedback.
3. For students who need extra help based on their previous academic record, the school will provide math and Mandarin Chinese intervention service.
4. School will schedule the STAAR tutorial from the beginning of the second semester.

### **CONTACT INFORMATION**

**Email:** [TINGHSUAN.LIU@houstonisd.org](mailto:TINGHSUAN.LIU@houstonisd.org)

**Teacher webpage:** <https://www.houstonisd.org/Page/163910> (You'll find everything you need there!)

**Class Dojo** for behavior record (I'll send home the QR code specifically made for each child)

Conference hours: 15:05-15:35

Please sign and return. **An electronic copy can be obtained from the teacher webpage.**

I have received the course syllabus.

Student Name: \_\_\_\_\_  
PRINT

Student Signature: \_\_\_\_\_

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