

West Ottawa High School Math Department

Policy Sheet 2018-2019

1. **Attendance** to class every day is essential, as is completing daily homework assignments. If a student is absent on the day of a test, the makeup test may be a comparable but different test. Students absent on a test day should plan to take the test upon his/her return to school unless other arrangements have been made with the teacher.
2. Students need a **calculator**. They may purchase their own, or teachers have limited supply in the classroom. We do not have calculators for students to sign out or take home. We recommend the use of a scientific calculator (TI-30-XIIs) for Algebra 1 and Geometry, and the use of a Texas Instruments graphing calculator (TI-83 or -84 or compatible) for Algebra 2 and above.
3. Calculator functions on cell phones or other **electronic devices** may not be used on assessments in class. They are not permitted on State Standardized tests.
4. Students may receive **additional help** with classes during seminar or by making arrangements with the teacher for help before or after school. Private tutoring and peer assistance is available; please talk with your teacher about this. It is best for students to seek help when they **begin** to have concerns rather than waiting until they are frustrated.
5. **Cheating** of any sort (copying answers, providing answers, misuse of calculators or technology, etc.) will NOT be tolerated. Cheating will result in disciplinary action and retesting of the content on the student's own time. It is crucial for students to understand the impact that cheating and academic honesty have on their grades and character.
6. **Late work/Re-test Policies:**

Course	Algebra 1
Late Work Policy:	<ul style="list-style-type: none"> ● Late work for full credit up until the day of the test. ● Incomplete assignments are granted partial credit, but will not count as "complete" for the retake policy.
Retake Policy:	<ul style="list-style-type: none"> ● Student needs to have completed the homework packet. (Please note: This can occur after the deadline, just not for homework points) ● Either the test review sheet or correctives should be completed before a retake is administered. ● Students may retake all tests, if eligibility requirements are met.

Course	Geometry
Late Work Policy:	<ul style="list-style-type: none"> ● Late work for full credit up until the day of the test. ● Incomplete assignments are granted partial credit, but will not count as "complete" for the retake policy.
Retake Policy:	<ul style="list-style-type: none"> ● All homework should be complete by the test day to be eligible for the retake. ● Correctives and/or remediation with the teacher should be completed before retesting. ● Students may retake all tests, if eligibility requirements are met.

Course	Algebra 2 (Extended)
Late Work Policy:	<ul style="list-style-type: none"> • Late work is accepted for full credit, provided it is completed. This may occur after the due date. • Partial Credit is given...for example, if an assignment is half done, the student gets half credit.
Retake Policy:	<ul style="list-style-type: none"> • A student make retake to improve their grade.

Course	Algebra 2 (Regular)
Late Work Policy:	<ul style="list-style-type: none"> • Late work for full credit up until the day of the test. • Incomplete assignments are granted partial credit, but will not count as “complete” for the retake policy.
Retake Policy:	<ul style="list-style-type: none"> • All homework for a unit must be complete before a student may retest. • Students may only retake 3 tests per semester, if eligibility requirements are met.

Course	Algebra 2 (STEM)
Late Work Policy:	<ul style="list-style-type: none"> • Late work for full credit up until the day of the test. • Incomplete assignments are granted partial credit, but will not count as “complete” for the retake policy.
Retake Policy:	<ul style="list-style-type: none"> • All assignments must be completed before retesting. • Students may only retake 2 tests per semester, if eligibility requirements are met.

Courses:	Trigonometry, Statistics, Discrete Math, Stats in Sports, Advanced Math (Pre-calculus)
Late Work Policy:	<ul style="list-style-type: none"> • Late work for full credit up until the day of the test. • Incomplete assignments are granted partial credit, but will not count as “complete” for the retake policy.
Retake Policy:	<ul style="list-style-type: none"> • All assignments must be completed before retesting. • Students may only retake 1 test per semester, if eligibility requirements are met.

Courses:	AP Calculus AB, AP Calculus BC, AP Statistics, IB Math SL
Late Work Policy:	<ul style="list-style-type: none"> • See your instructor’s syllabus for late work policy.
Retake Policy:	<ul style="list-style-type: none"> • There are no retakes in AP/IB Math courses.

7. **Grading Scale:** Students earn grades based on the following scale.

93-100	A	87-89	B+	77-79	C+	67-69	D+	0-59	F
90-92	A-	83-86	B	73-76	C	63-66	D		
		80-82	B-	70-72	C-	60-62	D-		

18-Week Grade: Grades are comprised of tests and projects (70%), quizzes (minimum of one mid-unit quiz per unit) (25%), and homework/independent practice (5%).

Semester Grade: The final grade for the semester is based on 80% for the 18-week grade and 20% for the final exam. If it benefits the student, the final exam may be counted as 33% of the final grade with the semester score counting for 67%.

Credit Recovery Criteria: 70% on the course final exam.

8. **Test-Out Criteria:** Students wishing to test out of a class must pass the final exam(s) with a 77% or higher during the test out period in August.