

West Ottawa High School Math Department

Policy Sheet 2019-2020

1. **Attendance** to class every day is essential, as is completing daily 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. If cheating on an assessment has occurred, the student may receive a zero for that assessment without an option of a retake. The student may also be subject to disciplinary action. 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:**

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.

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.