PALMER RIDGE HIGH SCHOOL
MATHEMATICS DEPARTMENT POLICIES
SCHOOL YEAR 2017-2018

INSTRUCTORS: Sharon Brady, Scott Obermeyer, Tricia Patrick, Leah Phillips, Anita Rothwell, Nicole Schwinghammer, Jason Tomayko, Sabrina Tomayko, Paul Wagner

DEPARTMENT OBJECTIVES AND GOALS: Develop critical thinking and analytical problem solving skills as well as prepare students for future math studies and applications.

REQUIRED MATERIALS:
Pencils for homework, quizzes and tests
Calculator: TI-30 or equivalent: Pre Algebra, Algebra, Geometry, Algebra II
                  TI-84: Algebra II/Trig, Trigonometry, Pre-Calculus, AP Calculus, AP Statistics, AQR

WEBPAGE:
Each teacher has a webpage on the Palmer Ridge High School website, lewispalmer.org/prhs, which includes: mathematics department policies, times teacher is available for help, specific course policies/information sheet, and important announcements.

CLASSROOM EXPECTATIONS:
In order to maintain an academic atmosphere free of distractions, **all electronic devices are prohibited in class at all times, unless permitted by the instructor. At no time will students be allowed to take pictures, or record video or audio.** Any instance of this type will be handled as disciplinary matters by an administrator.

Cheating on assignments, quizzes, or tests will not be tolerated and will be awarded a score of zero.

Student Handbook page 17: "Cheating on tests/quizzes, downloading documents off the internet, copying papers, or cases of plagiarism will not be tolerated. The result will be a disciplinary referral, which could result in academic penalties such as grades being lowered or loss of credit. Disciplinary action may include suspension from school."

ATTENDANCE:
Good attendance is crucial for success in any activity in which you participate… this is especially true for your math class and even more so on a block schedule. Classroom examples, work time, and discussions will enrich your understanding of the material and cannot be duplicated outside of class time.

Absences **(excused or unexcused):** A student who shows up more than 15 minutes late for class is considered absent. If a student is absent, it is ***his or her*** responsibility to find out what assignments were given during the absence by checking the assignment sheet, webpage, ***and*** by talking to the instructor.

Tardies **(excused or unexcused)**: If a student arrives after the tardy bell, the following steps will be taken:
         1st tardy: Teacher conference with student
         2nd tardy: Parent contact
         3rd tardy: Teacher directed consequence
         4th tardy: Disciplinary referral

GRADING:
Letter grades will be awarded as follows:

> 89.5% - 100% = A
> 79.5% - 89.49% = B
> 69.5% - 79.49% = C
> 59.5% - 69.49% = D
> Below 59.5% = F

AP Classes award weighted grades when students:
- earn a C or above in the class for both semesters
- take the AP Exam which is administered in May

Computational and General Mathematics will have a grading scale determined by the instructor.

STUDENT WORK:
Homework:
Homework policies will be specific to each course and given to students within the first week of each semester.

Assessments:
A comprehensive test, quiz, or project will be given at the end of each unit, and a comprehensive final exam will be given at the end of each semester. Tests, quizzes, and final exams may consist of multiple choice, short answer, workout problems, or any combination thereof. **Tests, quizzes, or exams (with the possible exception of online quizzes, per individual instructors) may not be retaken.**

When assessments are given, student backpacks, cell phones, and other belongings will be placed at the front of the classroom. Any student in possession of a cell phone during an assessment will receive a score of zero on the assessment, and the cell phone will be given to an administrator, who will assign appropriate disciplinary measures.

If a student is absent the day of a test review, that student will still take the test the day it is scheduled.

Late Assignments and Make-up Work:
Late work policies will be specific to each course and given to students within the first week of each semester.

Make-up Work, including <u>Homework and Tests</u> missed due to absence, must be completed within **four school days** to receive full credit. After that time, it will be considered late and will be awarded points in accordance with the course policy. In the case of an extended absence, student must make arrangements with the instructor to make up missing work.

Extra Credit is not a solution to a low grade. Extra credit is not offered in any of the mathematics courses.