

**PALMER RIDGE HIGH SCHOOL  
MATHEMATICS DEPARTMENT POLICIES  
SCHOOL YEAR 2019–2020**

**INSTRUCTORS:** Sharon Brady, Stephanie Caffrey, Anne Johnson, Karen Nelson, Tricia Patrick, Leah Phillips, Anita Rothwell, Nicole Schwinghammer, 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 and paper 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](http://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.

*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):** 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):** tardies will be documented and addressed according to the Student Handbook. Continued tardiness is detrimental to learning and may result in a 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, smartwatches, and other belongings will be placed at the front or back of the classroom. If a student is in possession of a cell phone or smartwatch during an assessment, the assessment will not be graded, and an administrator will be notified for disciplinary action.

***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.

**Test make-up:** Tests 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 half of the points earned and must be completed before the administration of the next test.

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.