



## Upper School Math Department Policies

2022-2023

### Moving Courses

- Student-initiated math course changes are allowed only **during the add/drop period**.
- Students cannot request to move sections in the same course.
- All other moves must be initiated by the Academic Dean or Department Head.

### Allowed Moves

- Intermediate Algebra (IA) to Intermediate Algebra and Geometry (IAG)\*
- Intermediate Algebra and Geometry (IAG) to Geometry Honors (GH)\*
- Geometry Honors (GH) to Advanced Algebra and Trigonometry Honors (AATH)\*
- Advanced Algebra and Trigonometry Honors (AATH) to Geometry and Advanced Algebra (GAA)
- Geometry Honors (GH) to Intermediate Algebra and Geometry (IAG)
- Intermediate Algebra and Geometry (IAG) to Intermediate Algebra (IA)
- Precalculus Honors (PCH) to Precalculus (PC)
- Calculus to Analysis
- Calculus BC to Calculus AB
- Calculus AB to Calculus BC\*
- Calculus AB to Calculus
- GAA to Geometry
- Precalculus to AAT

\*— Department Head approval required

## Rules for Moving Courses

- A student may be **required to move by a teacher** before the add/drop deadline with the approval of the Department Head if the original course placement is not appropriate. The move is based on the student's diagnostic test and/or class performance. No record of the original course will appear on the student's transcript.
- A student **may request** to move classes before the add/drop deadline. No record of the original course will appear on the student's transcript.
- A student may be **required to move by the Department Head** after the add/drop deadline if our original course placement is not deemed appropriate. No record of the original course will appear on the student's transcript.
- A student **may request** to move classes after the add/drop deadline with the approval of the Department Head. The student's transcript will indicate a grade of WP (withdraw passing) or WF (withdraw failing) for the original course.
- A student whose parents signed a **waiver\*\*** to be placed into the course may be moved to another course by the Department Head. The student's transcript will indicate a grade of WP (withdraw passing) or WF (withdraw failing) for the original course.
- When moving from one course to the other, **a student's grade from the original course will not carry over**. It is the responsibility of the student to **make up all assessed work** in the new class in a timely manner, not to exceed the amount of time originally missed in the course as decided by the new teacher in partnership with the Academic Dean.
- All moves are dependent on space availability.

\*\* – A waiver is an extremely rare case where parents sign a document waiving the Mathematics Department's placement recommendation. Waiver cannot be used to place a student into an Honors or AP course.

## Make-up Rules for Assessments

- **On the day the student returns from an unplanned absence** the student must schedule a time to make up the missed assessment. The student must commit to taking the assessment during their first available free period or Conference Period. If the student missed assessments for multiple classes, they must connect with the Academic Dean to create a schedule for taking the assessments. In case of prolonged absence (3 days or longer), students must meet with their teacher the day they return to school and create a plan to take the missing assessment.

- Students who were found by the Dean of Student Life to have an unexcused absence for a class that included an assessment **will be given an opportunity to take a different version of the assessment and carry a 3% penalty for each day past the original test date** regardless of whether the class meets, but excluding weekends and school holidays. The student must commit to taking the missed assessment during their first available free period or Conference Period.
- Students who are found guilty of academic dishonesty, **will receive a grade of zero**. They will be given an opportunity to **take a different version of the assessment for an additional grade of twice the value of the original test**. (For example, if the original assessment value is 50 points, the student will receive a 0/50 and will have an opportunity to take another assessment with a value of 100 that will be averaged with the original grade of 0. The resulting grade cannot exceed 66% of the original value of the assessment.). This process may not apply in cases where the Honor Board indicates the grade or process consequence of academic dishonesty.

## Late Work

- The work is considered late if it is handed in **after the deadline indicated in Schoology**.
- All late work will be accepted and given feedback.
  - Students will be **penalized 3% of the original grade for every day the assignment is late** regardless of weekends or whether the class meets that day.
  - Weekends and holidays will be exempt from penalties only in cases where the work cannot be handed in online.
  - After three days, the status of the assignment will be communicated to the parents and advisor via Alert Memo and a conference with the Academic Dean may be required.
  - Once the late assignment is received, the teacher will grade the assignment as if it were submitted on time and then apply the late penalty.
- If a student fails to keep a scheduled appointment to make up an assessment without notifying their teacher in advance, in writing, and **receiving the teacher's permission**, the assignment will be considered late and late penalties will apply.
- All major work that is more than 14 days late will be marked as Incomplete. Incomplete work will be handled according to the policy described in the Student Handbook.

## Course Sign-up

- Students must have a conversation with their current teacher before signing up for next year's course.
- Students must maintain **a grade of B or higher** in order to remain in the same track for the next school year.
- All students must **meet the grade requirements and receive the recommendation of their current teacher** in order to do summer work for acceleration.
- Students must sign up for courses they would naturally place into without summer acceleration.
- Sign-ups for AB and BC Calculus require teacher recommendation.

## Classroom Procedures

- Students must arrive to class on time.
- Students must have a notebook, calculator, pen or pencil, and other materials specified by the classroom teacher. Students missing all or some of these materials will be considered unprepared for class.
- Students must honor all after-class appointments with their teacher. Students who miss their appointments without informing the teacher in advance, may lose the ability to make such appointments and will face disciplinary consequences through their deans.

## Grading

- Grading is consistent across all sections of the same course.
- Extra credit opportunities are given solely at the discretion of the classroom teacher and may be applied on an individual basis based on student's performance and effort in class such as 100% homework completion, active class participation, consistent class preparedness, etc.