

GRADING AND MAKEUP POLICY

(Subject to change at the discretion of the instructor)

EVERY student is responsible for knowing and understanding all terms and conditions.

"MAKEUP" POLICY

IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR TO DISCUSS/RECEIVE ANY WORK MISSED.

In the event of an **excused absence**, students are expected to make up work missed within a reasonable time. In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence, if the following conditions are met: The parent of a student or a student with an **unexcused absence** must submit a written request to the teacher to makeup the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, Saturday school, online tutorial, other appropriate intervention determined and scheduled by the teacher). No further opportunities will be extended. Failure to contact the instructor as stated above or inability to produce sufficient evidence of a real emergency will result in a grade of zero on the assignment/quiz/exam.

For absences due to long-term suspension (over 10 days)/expulsion, the program of making up work shall be in accordance with state law.

BEING ABSENT DOES NOT EXCUSE YOU FROM COMPLETING AND UNDERSTANDING ANY MATERIAL YOU MISSED!

EXCESSIVE ABSENCES – *Being absent does not excuse you from completing and understanding any material you missed!*

- All assignments will be clearly posted on the board(s) and on the class website (<http://kirkseymath.weebly.com>).
- Daily classwork may be completed for credit (You are allowed one day for every day absent to make up daily work). Late homework will not be accepted without approval from the instructor.
- It is YOUR responsibility to find out what you missed!!!!!!
- Quizzes **cannot** be made up and no test (makeup's, **IF permitted**) will be given during class time. It is YOUR responsibility to make an appointment during my office hours.
- **BEING ABSENT FOR THE DAY OF REVIEW DOES NOT EXCUSE YOU FROM TAKING THE TEST IF THAT IS THE ONLY TIME YOU WERE GONE.**

Homework Policy:

Homework is an important part of learning mathematics and will be assigned daily. Students will be required to participate in regular homework or out of class assignments. The assignments will be explained by the instructor. Each student is responsible for his/her own work unless a group project is assigned by instructor. Homework should be done in pencil in order to allow you to easily fix any mistakes that you have made. Every assigned problem should be tried and the answer checked. It is permissible to discuss problems with other students or relatives. It is not permissible to copy another student's work. Do your best to think through the problems and understand why things work the way they do.

Because this is an upper level math course, I may assign odd problems from the book in order for you to check your answers before you come to class. When I check your homework, I expect to see all of the work for the

problem, not just the answer. The problem, the work, and the answer should all be shown neatly together. You will not receive credit for homework that is turned in without work for EVERY problem.

There may be problems that are unusually difficult that I have not prepared you for. Doing homework may make you frustrated. That is ok. I am hoping that the homework will challenge you to think. Thinking is part of learning! If you are having difficulty with your homework, keep the following in mind:

- Write down what you know.
- Write down what the problem is asking you to do.
- Look through your notes for examples.
- Re-READ the current section of your textbook, your notes and possibly other sections. This implies that you are already reading each section. **THE EXAMPLES IN OUR TEXTBOOK ARE EXTREMELY GOOD. USE THEM AS A GUIDE.**
- Get familiar with the glossary and index of a book -- these can come in handy when you are searching the book for a topic.
- If you are still lost, please come and ask questions.

Working together on classwork and homework is encouraged but copying is prohibited. Be careful when you ask another student for help. Make sure that **YOU UNDERSTAND** the solution. Putting an answer on your paper means that **YOU** understood that problem and could explain it to the entire class. Remember that there are school policies about copying.

All homework must be done on loose-leaf paper. **Please label your homework with your name, the date, page # and problem #'s in the top right hand corner of each assignment.**

Homework should take anywhere from 20 minutes to 30 minutes, depending on the type of assignment. **Homework will be checked on a regular basis as you enter the class.** You will not be allowed to complete homework at the beginning of class! All homework assignments that are complete will receive a checkmark. Homework should be corrected and added to as the material is better understood. Completeness, accuracy, and effort will all be considered.

Evaluation Methods:

Daily Work (including Warm-Ups and Exit Tickets) (20%)

- Bell work will begin immediately and will last from five (5) to ten (10) minutes. It is designed to reinforce a current concept or review a concept needed for new material. There is **NO** make-up for bell activities or exit tickets. You will find bell work, labeled on the board. When finished, turn your work face down and place on the top left corner of your desk. Remain quiet until directed by the teacher.

Quizzes (NO make-ups on quizzes) (20%)

- Work, if needed, must always be shown to get full credit, even if you use a calculator. I generally award partial credit on tests and quizzes for correct work even if the final answer is incorrect. Please use a pencil on all quizzes.
- Quizzes will be given throughout each chapter based on instructor discretion. Quizzes will usually consist of 5-6 questions (20-30 minutes) covering the material that we're currently studying.

Chapter Exams (20%)

- There will be an exam at the end of each chapter. Test will be cumulative in nature so be sure that you keep reviewing prior topics that have been covered. Exams will be announced **AT LEAST** a week ahead of time. We will review based on material from warm-ups, quizzes, and class assignments. I will not answer questions during the test!
- Work, if needed, must always be shown to get full credit, even if you use a calculator. I generally award partial credit on tests and quizzes for correct work even if the final answer is incorrect. Please use a pencil on all exams.

Final exam (20%)
Homework (20%)
Class Participation (borderline decisions)

GRADING

I do not grade on a “curve”. Under no circumstances will your grade directly depend on how your fellow students do. If you do a good job of learning the material, you will receive a good grade, regardless of how well the other members of the class perform. Don’t forget that the reverse is also true: If you do a poor job of learning the material, you will receive a poor grade, regardless of how poorly everyone else does. I will assign both numerical grades and checks. I will use the following grading scale:

Percentage Range	Letter Grade
93 – 100	A
85 – 92	B
75 – 84	C
74 – 69	D
< 69	F

Late or Missing Work Policy

Students are expected to turn in assignments as they are due. Late assignments will be given on a case-by-case basis. Missing work will eventually turn into zero credit.