

Northern Guilford High School Math Department Protocol

Welcome to the 2023 - 2024 school year! We have high expectations for the upcoming school year and look forward to the opportunity of working with all students to ensure a successful school year.

Electronics in the Classroom

To maintain testing security and fairness of assessments, cell phones, earphones and smart watches will be collected or monitored by the teacher during tests, quizzes, and any other times that the teacher deems necessary. Failure to comply will result in disciplinary action.

Late Work Policy

Students may turn in **completed** assignments **up to five school days after the due date** with a 10-point penalty per day. After five school days, the work will not be accepted. All classwork is to be **completed** and **turned** in at the **end of class**, unless otherwise specified by the teacher.

Makeup Work Policy

Students are expected to make up work assigned during the absence(s) **within three school days** of the student's return to school. The actual grade earned will be recorded. The ultimate responsibility for make-up work lies with the student.

Testing Policy

The math department testing days are **Wednesday** and **Friday**. Test dates will be given to students at least one week in advance.

Extra Time on Tests/Quizzes

Unless a documented accommodation is provided, extra time for assessments will not be permitted. Students need to be prepared to work within a time constraint (for example: SAT, ACT, EOC, GCS Final Exams, PSAT/Plan tests, AP exams, etc.)

Help Sessions

The math department help sessions are offered weekly during **FLEX period**. Specific day(s) will be communicated. Any student with a D or an F **MUST** attend a weekly FLEX session.

General Grading

Students can expect assessments during and after each unit.

Grade Percentages	Standard	Honors	AP
Summative (Tests/Projects)	50%	60%	70%
Formative (Quizzes)	30%	30%	20%
Practice (Classwork/Homework)	20%	10%	10%

Students scoring less than a 40 on test will receive a recorded grade of a 40 (the original score will be noted).

No Extra Credit

Students will not be provided extra credit to improve their grade. Instead, they should take advantage of extra help opportunities.

*Above information is subject to change. *