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Oxford High School 203-888-2468

1. **GRADES** will be calculated using a point system; meaning the number of points earned divided by the total number of points possible. It will calculate to 80% assessments, 10% classwork, homework, and effort, and 10% SAT/PSAT practice. Assessments include, but are not limited to, tests, quizzes, performance tasks, and check-point assessments. Homework and classwork includes, but is not limited to, daily checks, homework assessments, and collecting of homework. SAT/PSAT practice includes, but not limited to, online and written practice tests. *Any case of cheating will be referred to school administration.*

Quarterly grade calculated as:

$$.80 \left(\frac{\text{pts earned on assessments}}{\text{total possible pts on assessments}} \right) + .10 \left(\frac{\text{pts earned on classwork, homework, effort}}{\text{total possible pts on classwork, homework, effort}} \right) + .10 \left(\frac{\text{pts earned on SAT/PSAT practice}}{\text{total possible pts on SAT/PSAT practice}} \right)$$

2. **NOTEBOOKS** for class should be a 3 ring binder with white lined paper and graph paper. It is imperative to maintain a neat and up to date notebook at all times. This will ensure success in class.

3. **GRAPHING CALCULATORS** will be used extensively in math class (science and tech ed. class also). Every student at Oxford High School is responsible for purchasing a graphing calculator: TI-83 or any version of TI-84. These students will learn graphing calculator strategies to use in the classroom, at home, and for success on the SAT and AP exams.

4. **ABSENTEEISM AND TARDINESS** If a student is absent or tardy for any reason, it is his or her responsibility to make up whatever work was missed. Most times, a student will be required to take the assessment they missed upon returning to class. Absence is not an excuse for an incomplete notebook. Whatever the reason for being absent, **it is the student's responsibility to find out the work that was missed and make it up.** Having a buddy to rely upon can be very helpful. **Remember, no other teacher has permission to give passes to miss math class without math teacher permission.** Also per school policy, the first unexcused tardy will result in a warning, and all subsequent unexcused tardies will result in a detention or referral.

5. **TEXTBOOKS** will be given to each student. They are to be covered at all times with a durable book cover. The replacement cost for a lost or damaged textbook is \$98.00. There is also a rebinding fee of \$20.00, for books in need of rebinding.

6. **COMMUNICATION** is a key component to the learning process. Students should keep the doors of communication open with their parents/guardians and their math teacher. Both students and parents may check grades, attendance and assignments on line through PowerSchool. It will be updated frequently. Usernames and passwords will be mailed to students and parents/guardians for access to PowerSchool at the beginning of the school year. Extra help is available after school for students (students should schedule a time with their math teacher).

7. CLASS RULES

- **Come to class on time, prepared, and ready to work when the bell rings.**
Have covered textbooks, notebook, pencils and homework; be in your seat with your book and notebook open and your homework out when the bell rings. Bring your book, notebook, pencils and calculator to class everyday (even on days of assessments).
- **Respect yourself, others, and school property.** Raise your hand to be called on, work quietly even when working in groups. Walk around the room, only with permission first. Name calling, swearing, fighting, stealing, defacing school property, throwing anything and touching anyone else or anyone else's property is disrespectful and inappropriate.
- **Follow the school rules.** Each student will have access to the Oxford High School Student Handbook that states all the school rules, procedures and consequences. It can be accessed on line at <http://ohs.oxfordpublicschools.org/>
Follow all rules when there is a sub in the room.
- **Electronic devices.** Students are required to bring their calculators to class **daily**. For all other electronic devices, refer to the BYOD policy in the student handbook.

We invite students and parents/guardians to contact us at our school email address.

It is the student's math teacher's last name and first initial followed by: @oxfordpublicschools.org

This information can also be found on the Oxford High School website under "Departments and Programs" followed by selecting "Mathematics".

As the student, I have read and understand this memo. PLEASE PRINT NEATLY.

Student Name (PRINT): _____

Student Signature: _____

Student Email Address: _____

As the parent/guardian of this student, I have read this memo with my child. PLEASE PRINT NEATLY.

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____

Home Contact Email Address: _____

Contact Phone #: _____