



Townsend Harris High School, Brian Condon, Principal

Mathematics Department

Abid Choudhury, Assistant Principal, t. 718.575.5580 ext. 6391 e. achoudhury5@schools.nyc.gov

Mathematics Expectations and Guidelines 2024-2025

OVERVIEW:

This policy is supplemental to the overall Townsend Harris Grading Policy. That policy describes practices that extend across all departments; the below policy adds additional information that will govern how Math teachers in particular will assign and grade assessments, homework, and classwork.

I. ASSESSMENTS – 70%

- May include but are not limited to: Full Period Exams, Short Quizzes, Alternative Assessments, such as projects, independent assignments, out-of-class assessments
- **Frequency of Assessments**
 - At least six times a semester, your teacher will assign and grade a major assessment.
- **Feedback and Grading**
 - Your grade for projects, presentations, quizzes and exams will be determined using a point system. The points allocated to each assignment will depend on its length, difficulty, and structure (solo/group) of the assignment. Your grade in this category is based on the percentage of points earned out of the total points possible.
 - Feedback will be given in a timely manner. Feedback will indicate areas for improvement and areas of strong achievement.
 - If a student received a graded assessment and would like further feedback, they should reach out to the teacher **in person** to discuss the feedback they received.
- **Lateness/Absence**
 - Missed tests or quizzes should be made up immediately following the student's return to school during lunch or after school, with an **excused absence note**, unless otherwise noted by a legal document. Reach out to your teachers to help you manage your time and schedule make-ups in a timely manner. They are happy to help you make up any work, as this work is critical in helping you learn about you and your growth!
 - Please discuss with us in advance if you need an extension. We are here to help you. Please let us know if you have extenuating circumstances that are preventing you from completing an assignment, and we will work with you.
 - Projects & Presentations will have 10% of their possible total points earned deducted for each day that they are late. (i.e.: A 30 point project would have 3 points deducted for each day late until at 10 days late it would no longer be possible to earn credit.) unless extenuating circumstances have been communicated to your teacher.
 - All marking period work must be submitted to us by 3:02 on the first school day following the last day of the marking period. No late work will be accepted after this deadline.
- Students will be given one week's notice to prepare for full period exams. Short quizzes will be given as needed and may be announced or unannounced.

II. CLASSWORK, STUDENT PARTICIPATION, AND HOMEWORK – 30%

- Homework has multiple purposes. Sometimes it is used to provide practice in skills learned in class, and for students to assess their understanding. Other times homework can be designed to prepare for the next day's lesson (such as reading an article for discussion).
- Participation should encompass a variety of forms of engagement in class, including (but not limited to): working with peers, engaging in independent activities, and sharing responses in class discussions.
- Participation & homework, when applicable, will be graded using a point system. Each assignment will have its point value determined by its complexity and length. Examples of assignments that can be included in this category include, but are not limited to entrance and exit slips, class discussions, and class assignments.
- Homework, classwork and all other assignments are to be handed in on the due date assigned by the teacher, unless otherwise noted by a legal document. If at any point you are having trouble, please do not hesitate to ask for support. We are happy to help you learn how to prioritize your work. Reach out to your counselors and/or the Instructional Support Services department (Room 505) for help.

- Digital homework may require written work shown for credit.
- Students are held responsible for reaching out to teachers if there is any foreseeable obstacle regarding an assignment before the due date, unless otherwise noted by a legal document. We are happy to assist you in learning how to self-advocate.
- Lateness and cutting, including for zero band, are subject to referrals. Work missed is likely to adversely affect your learning.

III. REVISION POLICY

- We recognize the importance of growth and value the role of revision in the learning process. In all math classes, there will be opportunities to revise assessments for additional points. Which assessments students can revise and how many revision points are available are at the discretion of the teacher.
- To meet the criteria for revision, students **MUST** demonstrate effort towards mastery. This may include but are not limited to the following:
 - completed all homework assignments and class notes are up-to-date
 - meeting with the teacher for additional help/making a revision plan
 - additional assignments to prepare for revision
- It is at the discretion of each teacher to determine which assessments students can revise and how many revision points are available.
- Across all courses, however, students will be able to revise one major assessment per semester.

IV. CLASSROOM COMMUNITY EXPECTATIONS:

Students are expected to be:

- In class on time and by their behavior, contribute to an atmosphere that is conducive to learning.
- When a student is absent it is the student's responsibility to contact a **CLASSMATE** to acquire any notes or assignments they may have missed.
- Students are responsible for what is on the math class's Google Classroom. Students must pay attention to everything that is posted and assigned. Set Google Classroom notifications **ON!**

V. ACADEMIC DISHONESTY:

- Students are expected to complete their own work to maintain academic integrity. Students will be asked to show their work and/or explain their thinking if academic dishonesty is suspected. The first time a student is found to have cheated, plagiarized, and/or used AI to complete an assignment, in full or in part, they will have the opportunity to redo the assignment (or an equal, alternative assignment at the teacher's discretion) for a maximum grade of 75. Any future academically dishonest assignments will receive a grade of 0.

LOOKING FORWARD TO A WONDERFUL YEAR TOGETHER!!

Please sign and return the tear-off below.

I have received the grading policy of the Math Department. Fall/Spring 2024-2025

Student's Name

Signature

Parent's Name

Signature