

KING CITY SECONDARY SCHOOL  
MATH DEPARTMENT POLICY      Rev June 2014

1. **Student Responsibilities:**

- *Keep an organized up to date notebook*
- Provide evidence of your achievement
- Demonstrate academic honesty
- Complete work to the best of your ability
- Submit work on time
- Attend classes punctually and be an active participant in the learning and assessment process
- Communicate with the teacher when there is difficulty meeting timelines
- Ensure that any missed work is completed

2. **Participation and Attitude:**

- You will get homework almost every day. If you are having difficulty with homework or the concepts covered in class please seek extra help from your teacher. Since you need to take responsibility for your own learning, be sure to ask questions when you do not understand.

3. **Missed Evaluations:**

- You will be allowed to make up any assessment which was missed for a *legitimate reason*. However, it is *your* responsibility to make arrangements with your teacher to do so on the day that you return to class. *Any evaluation that is not made up within 5 days of return will receive a mark of zero.*
- Students should be prepared to receive a mark of zero without suitable verification of an unapproved absence.
- There are no "quick fix" assignments at the end of the semester. **The lowest mark in each category is not dropped.** All students are encouraged to apply themselves consistently throughout the entire semester.
- If a pattern of missed assessments occurs, a consultation with the administration, teacher and parents will be arranged.

4. **Cheating & Plagiarism:**

- Students must understand that the test/exams and the assignments they complete for evaluation, must be their own work and that cheating and plagiarism will not be condoned.
- Plagiarism and cheating are regarded as academic dishonesty, and may result in a mark of zero and/or will result in disciplinary follow-up by the administration

5. **Late and Missed Assignments:**

- Students will be given sufficient notice by their teacher for assignment deadlines
- Students **MUST** consult with their teacher well in advance of a known absence to make alternate arrangements
- Students will submit the assignment immediately upon return from a validated absence.
- Penalty for late assignments: a deduction of 10% overall
- Penalty for a missed assignment : a mark of zero may be assigned

6. **Calculator Usage:**

- All students are expected to have their own scientific calculator which cannot be shared during assessments
- Graphing calculators (TI83+) will be supplied for in-class curriculum applications
- Graphing calculators are not to be used during a test unless otherwise instructed by your teacher.
- Graphing calculators owned by the math department cannot be signed out for overnight use
- No graphing calculators permitted on examinations.
- **No ipods, cell phones, blackberries etc, with calculator functions are permitted to be used for in-class assessments. If you are in doubt please check with your teacher.**

7. **Textbooks:**

- All students will be assigned a textbook.
- The student is responsible for maintaining the condition of their textbook
- Students are expected to pay the replacement cost of their textbook if lost or seriously damaged
- Texts are to be submitted prior to writing the final exam to secure department inventory

8. **Final Assessments:**

- All courses will include a final examination
- The following courses also include an EQAO Test (MPM1D1, MFM1P1)
- The following courses also include culminating projects (MDM4U1)
- The following courses also include strand summatives (MAT1L1, MAT2L1, MEL3E1, MEL4E1)

I have read through the Math Department Policy handout. Date:\_\_\_\_\_

Student Name: \_\_\_\_\_ Signature of Student:\_\_\_\_\_

Signature of Parent/Guardian

(required if student is under 18) \_\_\_\_\_ Parent Contact \_\_\_\_\_

Phone Number \_\_\_\_\_