**Pre-Algebra Policies and Procedures**

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**Materials Needed: Notebook** or **loose-leaf paper, folder, pencils,** and a **scientific calculator.** It is expected that you will bring your pencil, calculator, assignment, and a binder or folder to class **every day**. We will not use a textbook, but if you would like one as a resource please contact your teacher.

**Practice:** Mathematics is a skill, and like any other skill you must practice that skill in order to improve at it. You will have daily practice problems to complete. Class time will be given to complete these problems, and completing these problems gives you the practice you need and also provides you with feedback on your understanding of that day’s lesson. It is recommended that you complete any practice you don’t complete during class prior to coming to class the next day. Answer keys will be available in class and online and you are expected to check your work. Daily practice will be formatively assessed in class and may be checked for completion. Problems on assessments will be very similar to those completed on the daily assignments. Completing and checking your daily practice will go a long way in helping you succeed in this class!

**Math Review:** You will be asked to complete a math review pretty much every day at the beginning of class. The math review topics will be review topics that you’ll need for current or future lessons, or will address problems that the class struggled with on a previous lesson. As with your daily practice, completing and checking your math review daily will greatly increase your chances for success!

**Assessments:** During the course of this year we will study all of the Common Core Standards for 8th grade math, (<http://www.corestandards.org/Math/>). We have sorted the standards into priority and supporting standards. We have selected 9 standards as priority standards and have built our instructional units around those standards. At the end of each unit you will take a summative assessment and you will be rated as exemplary, (4), proficient, (3), progressing, (2), beginning, (1), or no evidence, (N) on that assessment, (a rubric detailing these ratings appears on the top of the next page). Your rating on that assessment will appear on your report card as your rating for the underlying priority standard. For some units, a rating of E may not be possible. During the course of each instructional unit you will also take formative assessments that will assess the supporting standards in that unit. Formative assessments will also be rated as 4, 3, 2, 1, or N. Formative assessments will not appear on your report card, but since they are assessing skills that are necessary for you to be proficient on the summative assessment, they will be subject to the same retake policy as summative assessments . Assessments are designed to be finished within a single class period. Typically, when a student fails to finish an assessment in the allotted time it is due to lack of preparation. If you are absent on the day of an assessment you will be expected to make it up the next day you are in class. In the case of extended absences adjustments will be made when necessary. **For either type of assessment, if your are not proficient, you will need to retake it.**

**Retakes:** If you earn a rating of 2, 1, or N on an assessment, (formative or summative), you will need to retake that assessment. A missing assignment will be entered into Infinite Campus until the retake is completed and you will need to complete a retake plan that details how and when you will complete your retake. In order to retake an assessment you must correct all problems that were incorrect on the original assessment and have them checked by your teacher. You may seek help on corrections from any source, (teachers, parents, etc.), but copying work from another student's assessment is considered cheating and will not be tolerated! If you are caught copying off another student’s assessment you will be given a blank copy of the assessment that will need to be completed before you can retake the assessment. If you lose your original graded assessment you will need to complete *all* problems on the original assessment and have them checked by your teacher before you can retake. Students will be given approximately 10 school days to complete a retake. **If they do not complete a retake by the end of that 10-day window they will receive a minor for unproductive behavior.**

**Grading Rubric:**

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| --- | --- | --- | --- | --- |
| **Marking Code** | **Proficiency**  **Level** | **CFMS Gradebook** | **Math Department Translation** | **Self-Assessment** |
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| 4 | EXEMPLARY | **Exceeding the standard**  **Consistently exceeds performance expectation of course priority standard in extended or new contexts** | Entire summative assessment meets proficient criteria (overall) on first attempt plus ***student demonstrates correct application of*** ***multiple*** ***learning targets within additional problem(s) or evidence of deeper understanding on a related performance task***. | I could teach a friend this or I could do problems similar to this for which I haven’t seen examples. |
| 3 | PROFICIENT | **Meeting the standard**  **Meets course priority standard** | Work displays evidence of ***correct math reasoning on all tasks*** within a problem and contains ***no more than 1 precision error***. | I can correctly do *anything* I’ve been shown without help. |
| 2 | PROGRESSING  RETAKE REQUIRED | **Progressing toward the standard**  **Needs assistance or additional practice to meet course priority standard or has a partial understanding of the priority standard** | Work displaysevidence of ***correct math reasoning on all but one task*** within the problemand contains ***no more than 1 precision error***  OR the problem displays***correct math reasoning on all tasks,*** *but contains* ***2 or more precision errors****.* | I can correctly do *most* things I’ve been shown without help. |
| 1 | BEGINNING  RETAKE REQUIRED | **Beginning to develop understanding of the standard Minimal understanding of the priority standard** | Work displays***minimal evidence of correct math reasoning***within the problem (errors beyond criteria listed for exemplary, proficient, and progressing). | I can correctly do *some* things I’ve been shown without help. |
| N | NO EVIDENCE  RETAKE REQUIRED | **No evidence present to assess understanding at this time** | No attempt. | I cannot correctly do any of these kinds of problems without help. |

**Showing Work:** As you can see in the above rubric, you will need to provide evidence of understanding in order to be rated as proficient on a problem/assessment/standard. Often the correct answer is NOT enough evidence to show understanding. Therefore it is essential that you show your work on all computational problems. If necessary work is not shown it may result in you not being rated as proficient on a given problem.

**Infinite Campus:** Your teacher will do his/her best to keep Infinite Campus updated regularly and any assessment that you do not record a score for will be flagged as missing, regardless of the reason for the assessment not being completed. This will make it easier for you and your parents to see if you have any missing assignments!

**Help:** Your teacher will usually be available for extra help typically during TA periods. They may also be available during lunch or before/after school but please make sure you ask your teacher ahead of time if you’d like to come in during lunch or before/after school as we often have meetings or other obligations during that time. **If you need extra help, all you need to do is ask!**