

POLICY AND PROCEDURE LETTER 2019-2020SY

Dear Calculus Students & Families,

I'm so excited to have you in class this year for Analytic Geometry first semester and Calculus second semester. Calculus is offered as a dual credit course from Kankakee Community College (KCC). KCC has specific rules and timelines to help facilitate the coordination of all courses offered throughout the area. We here at Herscher High School work to ensure we meet these requirements to continue to allow students like you can continue to earn college credit while in high school.

Before we get to the rules, I want to first make sure that everyone is aware of the power of Dual Credit. **This course is 5 credit hours.** That means if after the end of second semester, you've taken the final and have earned a C or higher in the class you have guaranteed college credit that will transfer to any school in the nation. From past years I can say that this college credit has transferred literally from coast to coast, and it has yet to be rejected by any college or university a HHS student has gone to for undergraduate studies. This course will count as your math requirement if you are not majoring in a math related field. If you are majoring in a math related field, this course will transfer as elective credits giving you the opportunity to retake Calculus 1 if you wish to, or start in Calculus 2. In May I'll meet with each student helping them decide the best way to transition to college based on their performance in class and future plans. ***No matter what, though, successful completion of the course will get every student 5 credit hours towards the 120 hours required for college graduation!***

THE GUIDELINES WE WILL BE FOLLOWING IN ORDER TO OFFER DUAL CREDIT:

- November 15th deadline to meet entrance requirements
 - Score a 25 on the math section of the ACT (with COVID this may not be possible, so see below!)
 - Score a 60 or better on the ALEKS test offered by KCC (I can help you coordinate this)
- November 15th deadline to apply to become a student at KCC
- Final exam administered by May 13th, 2021 (We're scheduled for May 11th)
- Final grades due to KCC by May 14th, 2021
- 80 instructional days in Calculus
 - End of 80 days must be May 7th, 2021
 - The 80 days will start December 1, 2020

IN ORDER TO MEET THESE REQUIREMENTS, THE MOST IMPORTANT OF WHICH IS PROVIDING 80 INSTRUCTIONAL DAYS, THE FOLLOWING COURSE POLICIES WILL BE IMPLEMENTED:

- The first semester final exam will be administered before Thanksgiving Break.
- The second semester material, namely the chapter on Limits, will be covered in December, before the semester break
- The attached instructional calendar will be followed.
 - Pacing is based off of my 9 years of teaching this course with anticipation of student needs for time to understand concepts.
 - Pacing is tentative and changes can happen, however this pacing should be followed as closely as possible to get through the curriculum.
 - Pacing for 2nd semester will be provided once we know if we are still on a block schedule
- Following the final exam in May students will work on projects to demonstrate understanding of the major ideas presented regarding derivatives and antiderivatives. These projects will be a major component of the 2nd semester grade for HHS and will not be reflected in the KCC grade.

IN RECOGNITION OF ADHERING TO THE COLLEGE PHILOSOPHY OF 80 INSTRUCTIONAL DAYS AND TO MIMIC A COLLEGE COURSE, THE FOLLOWING PRACTICES WILL BE ADOPTED FOR THE COURSE:

- In the event of an unplanned cancellation of the instructional day (i.e. snow day) students will be contacted via Remind and Google Classroom with information related to the effects of this interruption. Students will be asked to do one of the following:
 - Watch a short instructional video (maximum 25 minutes) which will then be discussed the next day with the understanding every student watched the video and attempted to work towards understanding.
 - Complete a short worksheet independently and submit answers to check understanding of material currently being worked on.
 - Study independently on current material and submit to Mrs. Rezba a list of concepts problems that are still a struggle
- Instruction of the course will not pause for field trips. The only two field trips which will be taken into account are the music tour in November and the English field trip to Navy Pier in February. Additionally, the Senior College Day during PSAT testing will also be excluded from the course calendar. All additional field trips will not be accounted for in the pacing of this course. For all other field trips (i.e. WYSE, NHS, or Publications) Mrs. Rezba will be in early at 7am either the day of the trip or the day after the trip, depending on the departure time, to teach the lesson.
 - Students may choose to take advantage of this opportunity.
 - Students will not be penalized should they choose to not attend this extra lesson.
 - Students unable to attend this before school lesson due to a lack of transportation should let Mrs. Rezba know ASAP and an additional lesson time will be arranged.
 - It is each student's responsibility to be responsible for the material missed due to a field trip.
- "Office hours" will be made available as student needs dictate. These are hours when Mrs. Rezba will be available for extra help for an extended period of time as will be coordinated in class. These hours can occur outside the normal school day and will be finalized when talking with students while consulting athletic, work, and other extra-curricular calendars.

FINALLY THERE IS AN IMPORTANT ASSESSMENT POLICY WHICH I WOULD LIKE EVERYONE TO BE AWARE OF:

- Academic integrity is expected at all times. While students are encouraged to work together they are not encouraged to help each other by providing advantages on assessments. Any student found providing another student an advantage, whether during the act or after the fact, will receive a zero on the assessment along with the student being helped. Furthermore any student found attempting to give themselves an advantage on an assessment will receive a zero on the assessment.

I know this letter has a lot of information about the course. I want each and every student and guardian to rest assured that the success of every student in this course is a top priority. It is significant that every student is electing to take a college course in high school, the work will be challenging but with hard work and dedication the rewards will be amazing. I know that working together, helping each other will lead to us all having a great year!