

## POLICY AND PROCEDURE LETTER 2020-21Y

Dear Contemporary Math Students & Families,

I'm so excited to have you in class this year for Contemporary Math this year. This course is offered under a new Illinois Law called the PWR Act which allows for seniors to take a transitional math course for automatic entry into college credit courses. Herscher High School is lucky to be able to offer a transitional Math Lit Quantitative Reasoning course curriculum first semester under the PWR Act thus allowing all students to then automatically take Dual Credit Contemporary Math second semester. For the ease of naming the course we will be calling it Contemporary Math all year, however they are technically two separate semesters of content with two distinct textbooks and curriculums. First semester is offered with strict objective and content guidelines outlined by the PWR Act and is audited by ISBE and ICCB for compliance. Second semester will be 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.

I would like to note ISBE has determined in April 2020 and again in July 2020 that the IBHE and ICCB will govern and set rules for this course over both semesters. What this meant last spring was grades still counted for the students in this course and it was 'business as usual' despite the transition to remote instruction. ISBE has already determined the same policies will be in place.

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 4 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.** 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 4 credit hours towards the 120 hours required for college graduation!***

### THE GUIDELINES WE WILL BE FOLLOWING IN ORDER TO CONTINUE INTO DUAL CREDIT 2<sup>ND</sup> SEMESTER:

- Must pass 1<sup>st</sup> Semester with a C or better in order to continue onto the Dual Credit semester 2<sup>nd</sup> semester
- November 15th deadline to apply to become a student at KCC
- Final exam administered by May 13th, 2021 (We're scheduled for May 11<sup>th</sup>)
- Final grades due to KCC by May 14th, 2021
- 64 instructional days in Contemporary Math
  - Our school calendar provides adequate time second semester from January 5<sup>th</sup> to May 10<sup>th</sup>

### IN ORDER TO MEET THESE REQUIREMENTS, THE MOST IMPORTANT OF WHICH IS PROVIDING 64 INSTRUCTIONAL DAYS, THE FOLLOWING COURSE POLICIES WILL BE IMPLEMENTED:

- The attached instructional calendar will be followed.
  - Pacing 1<sup>st</sup> semester is state mandated to meet the required competencies required by the PWR Act
  - Pacing 2<sup>nd</sup> semester is based off of my 12 years of teaching this content in a course called Finite Math with anticipation of student needs for time to understand concepts.
    - This pacing will be sent home once we know if we will still be on a block schedule.
  - Pacing is tentative and changes can happen, however this pacing should be followed as closely as possible to get through the curriculum.

- Following the final exam in May students will work on projects to demonstrate understanding of the major ideas presented. 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 PWR ACT GUIDELINES AND THE COLLEGE PHILOSOPHY OF 64 INSTRUCTIONAL DAYS 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 field trip which will be taken into account is the English field trip to Navy Pier. 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 ARE TWO ASSESSMENT POLICIES AND PROCEDURES WHICH I WOULD LIKE EVERYONE TO BE AWARE OF:**

- All tests will be administered in a random seating chart which will be projected on the board before the test begins.
- Students may only use HCUSD2 calculators, when permitted, and may not use their own calculators
- 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!