

Math Administrative Guidelines

Addition to Policy 2510/ Mathematics

Monroe County Schools will incorporate the *High Schools That Work* Philosophy and WVDE demand for more rigorous courses, by requiring Algebra I and Geometry exit exams to ensure that students have the necessary skills to proceed to the next mathematics course in their sequence for graduation. *Previous administrative guidelines require that students who receive below a "C" in Algebra I or Algebra IA must be assigned Algebra IA and IB during their next year of school.*

To further ensure that students can demonstrate competency in Algebra I and Geometry, all James Monroe High School students will complete a series of benchmark assessments administered by the classroom teacher or benchmark coordinator. The on-going summative assessments will substitute for the semester exam. During semester exam time, students who did not demonstrate mastery of the addressed CSOs will complete an additional benchmark to ensure competency. Students who do not demonstrate competency will be assigned to a teacher from the mathematics department during advisory time to receive additional supports. The student must continue to complete benchmarks on the deficit skills until a score of 75% is met.

Completion of an exit exam will be the final aspect before course completion is determined. Not only must students pass all benchmark assessments with a score of 75% or higher; students must score a 75% or higher on the exit exam to receive credit in Algebra I and Geometry. The exit exam will substitute for an end of course or semester exam. Eighth grade students who complete Algebra I in the 8th grade must pass the exit exam before being permitted to take Geometry. The majority of 8th students will complete Algebra IA at the two feeder middle schools. While enrolled in Algebra IB at JMHS the students must complete the foresaid benchmarks and exit exam accordingly.

If a student is unable to pass the exit exam administered in Algebra I or Geometry, he or she will automatically be enrolled in the course again or will have the option of attending a credit recovery program during the summer. As noted by the WVDE, credit recovery is provided to ensure that students master content, and it is not contingent upon "seat" time. The program fee will be published each year. Students will be provided with scholarship opportunities.

The credit recovery program will be provided during the month of June. Students will be administered an exit exam at the completion of the program. Students must receive a 75% or higher to move onto the next course. If a student is unable to pass the exit exam, he or she will be provided the opportunity to take the exit exam one final time before school begins.

Members of the Monroe County Schools math co-hort will create and approve all exit exams and submit a finalized copy and answer key to the administration at JMHS, MVS and PMS. All special education students working toward a regular diploma will be provided modifications as stipulated on their IEP. If a special education student is enrolled in a lab course, the lab teacher can provide additional supports and attempts at the exit exam.

Prior to the beginning of the student's Junior or 11th grade year, the administration and mathematics department will review WESTEST scores to determine if a student requires a transitional math course before moving onto the next course in their required sequence. If it is determined that a student does not have the mastery required skills, he or she will be required to complete one additional tri-mester of math. It is the goal of MCS that all students be afforded the opportunity to reach mastery in mathematics and will accordingly require that our students become responsible learners who are active, self-monitoring participants in their education.

To receive credit in Algebra I:

- Algebra I/ full year/ 8th grade option only Final Year Grade of A, B or C

-Or-

- Algebra IA Grade of A, B or C
- Algebra IB Grade of A, B or C
- Successful Completion of Benchmarks at JMHS 75% or above

*Student can retake benchmark assessments until 75% is met.

- Successful Completion of Algebra I Exit Exam 75% or above

*Student can re-enroll in course following tri-mester or opt to complete summer credit recovery program. Student will complete exit exam upon repeat of the course of at completion of credit recovery program.

*Students can request to complete an additional exit exam prior to beginning of the following school year.

*Special Education student requirements are based on IEP team decision.

*Student cannot register for Geometry until successfully completing Algebra I.

To receive credit in Geometry:

- Geometry Grade of A, B, C or D
- Successful Completion of Benchmarks at JMHS 75% or above

*Student can retake benchmark assessments until 75% is met.

- Successful completion of Geometry Exit Exam 75% of above

*Student can re-enroll in course following tri-mester or opt to complete summer credit recovery program.

*Student cannot register for Algebra II until successfully completing Geometry.

*Special Education student requirements are based on IEP decision.

*Students can request to complete an additional exit exam prior to beginning of the following school year.

Suggested Summer Program for Algebra I or Geometry Credit Recovery

Chosen teacher will summer provide program. Students are required to attend 95% of time. Students will pay a fee of 300.00 or complete a scholarship application, and upon approval, attend. Students will use the research based tech program that is currently used at JMHS; Plato. Use of this program in conjunction with teacher developed lessons to assist students in "filling in the gaps" that occurred during the regular session. The student will be benchmarked each week to determine if "gaps" still exist.

The program will run for three weeks, Monday to Thursday from 9:00 to 1:00. Students will have a break from 11:30 to 12:00. The teacher assigned to the program will be paid the summer hourly rate for 18 hours total; 16 hours of instruction and 2 hours for administrative/ planning needs per week.

All parents will be required to provide transportation to and from the program.

WESTEST Requirements

All students must have the goal of meeting mastery in mathematics. The 2008 WESTEST will be completed by 8th and 10th graders. In 2009, 8th, 9th and 10th grade students will participate in a year end assessment. Any student who does not meet mastery will be assigned to a first trimester math application/ skill recovery course or lab at JMHS, provided that personnel are

available to teach course. Demonstration of mastery is a must for 21st Century learners that are self-directed and responsible for their educational progress. Students identified with special education needs or have demonstrated academic needs that the SAT team is actively addressing can receive administrative exemption to this rule if the IEP team or SAT deems appropriate and documentation of reason is provided accordingly.

Implementation

These guidelines will be fully implemented during the 2008-2009 school year. During the 2007-2008 school year all students completing Algebra I (or Algebra IA and B in one year at JMHS during the 07-08 year only) will complete an Algebra I exit exam. Students who are unable to pass the exam will be strongly encouraged to complete summer program. The administration and math department of Mountain View, Peterstown Middle and James Monroe High School will notify parents of summer program and student's identified deficiencies. The administration of JMHS will also include information on the sequence of math courses required to graduate and encourage parents to contact the school with questions about their child's progress toward graduation. Beginning in the 2008-2009 school year, the administration of James Monroe High School, Mountain View Middle and Peterstown Middle will be responsible to notify parents and students of the requirements. Schools are encouraged to put this in the planner distributed to students and include the information in summer letter of notification to parents.

Math Administrative Guidelines Middle School Additions

The Monroe County Schools Math Co-hort that determined weakness in student 8-12 grades math performance was a direct result of deficits in fractions, decimals, word problems and the language of mathematics. To further address the need to provide all students with math readiness skills, Monroe County Schools will require all 5th and 6th grade students to complete benchmark assessments and an end of the year exit exam. Individuals seeking information about the skills taught at each grade level are encouraged to go to the WVDE website and review CSOs (also, please see attached chart.) Although our WESTEST scores are strong in the 5th and 6th grades many students "lose" important skills over the summer that are critical to future performance. Parents will be provided information on their child's performance on the grade level skills needed to be successful in the following school year's math directives based on the assessment results.