Guidelines for *OdysseyWare* Courses

Pacing:
The calendar for an *OdysseyWare* course should follow a semester or full year plan, ie, each six weeks a student should complete approximately 1/6th of the course (or 1/3rd if a semester course).

Lessons, Quizzes, and Tests:
Students can work on lessons in class and at home. Students can ONLY take quizzes and tests at school and must show their notes for the lesson in their notebooks.

Notebook:
Students will keep a notebook in all *Odysseyware* courses.
Students will log their daily activities in the notebook.
Students will show their notebooks to the teacher before a quiz or test is made available.
Notebooks will be taken up at the middle and end of each six weeks to be graded.

Grades:
For each progress report and report card, students will have two grades entered into Web-JPAMS:

- The notebook grade will be a 25 point grade and represent 20% of the six weeks average.
- *OdysseyWare* grades will average to be a 100 point grade determined by the student's course grade and the percentage of the course completed. This grade will represent 80% of the six weeks average.

In order to receive credit for a course in *OdysseyWare*, a student must complete 100% of the course with a passing grade.

Teacher Signature _____ Date _____

Student Signature _____ Date _____

Parent Signature _____ Date _____