

Trojan Parentline

September 15, 2021

East Lansing High School

509 Burcham Drive
East Lansing, MI 48823
Phone: 517-333-7500
Fax: 517-333-7559
Attendance Line: 517-333-7567

School Hours: 7:45am - 2:35pm
Office Hours: 7:00am - 4:00pm

General Information:

Attendance: 517-333-7567
elhsattendance.elhsa@elps.us
Please leave your students name, grade and reason for absence.

EXCEL is a required academic period on Tuesday and Thursday. All students must be with a teacher, counselor or the media specialist during EXCEL.

Visitors must report to the main office and receive a visitor's pass in order to access the building during school hours.

East Lansing High School is a closed campus during lunch for freshmen and sophomore students.

[Contact information](#) for high school employees is available on our website.

Trojan T.U.R.F. - Trust, Unity, Respect and Fairness

Trojan T.U.R.F is a philosophy utilized in all areas of interaction at East Lansing High School. Research indicates that when a school environment is positive and predictable, students feel safe, have better academic performance, higher test results and make better behavior choices. Schools also show a gain in instructional time and a reduction in discipline referrals and out of school suspensions.

High School Administration *Andrew Wells - Principal*

andrew.wells@elps.us
517-333-7504

Ashley Schwarzbek - Assistant Principal

ashley.schwarzbek@elps.us
517-333-7506

Quiana Davis - Assistant Principal

quiana.davis@elps.us
517-333-7503

Nikki Norris - Athletic/ Activities Director

nichole.norris@elps.us
517-333-7572

Administrative Assistants

Nikie Tabor - Main Office

nikie.tabor@elps.us
517-333-7504

Mary Fata - Main Office

mary.fata@elps.us
517-333-7502

Bonnie McGraw - Registrar

bonnie.mcgraw@elps.us
517-333-7508

Janet Wyant - Student Services

janet.wyant@elps.us
517-333-7509

Laura Scott - Athletic/ Activities Secretary and Copy Center

laura.scott@elps.us
517-333-7574 or 517-333-7499



Principal's Letter

September 2019

Greetings, East Lansing High School Parents!

We're off to a great start! Special thanks to our students, staff, parents and community partners for supporting our educational programs -- your efforts are much appreciated. We are looking forward to another terrific school year. It is truly an honor to be a part of this educational community comprised of compassionate, highly respected and dedicated educators who work hard every day to engage students in comprehensive experiences and inspire students to reach their optimal learning potential.

Welcome to the East High School Family! The following staff members were recently hired, and we look forward to their contribution to our wonderful school.

- ☆ Klaudia Burton - Physical Science Teacher
- ☆ Heather Findley - School Social Worker and District-wide Mental Health Coordinator
- ☆ Adam Orange - German Teacher
- ☆ Stephanie Edge - Resource Room Teacher
- ☆ Sheryl Scott - Guidance Counselor
- ☆ Janet Wyant - Counseling Office Secretary
- ☆ Jerry Jones - Student Advocate
- ☆ Nykita Thorpe - DK Security

Recently, our students attended grade specific assemblies and collected valuable information to help them navigate their educational experiences this year and beyond. We shared general building wide expectations including hallway, lunchroom, building cleanliness, respect for fellow classmates and cell phone usage.

We know high student engagement is an important factor to student academic achievement. Recently, our staff discussed cell phone usage and the impact on our students' ability to stay engaged during instructional blocks while refraining from using their cell phones inappropriately. **Consequently**, students will not be permitted to use their cell phones during instruction unless the teacher deems it necessary. Cell phones should be put away or placed in an appropriate cell phone holder provided by some teachers until the end of the class period.

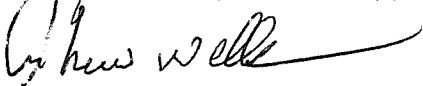
We understand cell phones can be beneficial in a classroom if used as a technology tool for the benefit of learning. Each teacher will determine when it is appropriate to use cell phones in their class. We ask you communicate with your students about the appropriate use of cell phones in the school setting to help support our goal to eliminate inappropriate use. Thank you!

Congratulations to the ELHS National Merit Semifinalists Anna Comstock and Madeline Kleinerman. Their hard work, determination and academic aptitude has earned them national recognition and the opportunity to be considered for a merit scholarship in their higher educational pursuits. Job well done!

We continue our efforts to make East Lansing High School a place where students learn and grow in a nurturing environment, teachers are passionate about teaching, diversity is rich, and families are embraced. We cherish our relationships with our diverse student body and focus our energy on making sure all our students gain knowledge and skills to be successful beyond their high school experience. We believe in nurturing each student, educating all students and building world citizens.

Collaboration with parents and community stakeholders continues to be a significant component to our ELHS family. Our thoughtful reflection on the world around us will continue to strengthen our ELHS family and serve as a guide to continue our collaborative experiences.

Thanks for all that you do to support our educational journey!

A handwritten signature in black ink, appearing to read "Andrew Wells", with a long, sweeping horizontal line extending to the right.

Andrew Wells, Principal
East Lansing High School

Student Services ~ September 2021

Counselor Case Load Change - Case load is determined by the students last name.

Ms. Scott A - D / Mr. Barrons E - K / Mrs. Jockheck L - R / Ms. Coss S - Z

Schedule Changes - Schedule changes for the fall semester are now done.

Counseling Appointments - Students and parents wishing to make an appointment with the counselors should either stop by or call Student Services (517-333-7509) to arrange a time and date that works.

Senior Excel - Counselors have been making visits to classrooms to answer questions related to the college application process.

College Visits - We have many college representatives that are anxious to meet East Lansing students. All of the dates that the colleges are scheduled to make a visit to EL are listed on the college information tab at the student services web page.

Direct to College Applications (ex. CMU, LCC) – Students need to visit college websites and start filling out their application on-line. Once a student is ready for ELHS to send his/her transcript, he/she must request the transcript sent through parchment (on-line transcript service).

Common Application – Students may need to visit www.commonapp.org to start their college applications. Common app has a listing of all of the participating colleges on the main page of their website. A piece of the required common app will require that the student list his/her counselor. Once filled out, this generates an e-mail to his/her counselor that gives the counselor access to the application to fill out the recommendation and transcript. Once a student is ready for his/her counselor to fill out the recommendation page and send his/her transcript to common app, students should submit a resume to his/her counselor. Once received, the student's counselor will be able to complete their portion of the common app.

Letters of Recommendation – When a student asks for a letter of recommendation to be written on his/her behalf, it is always wise for the student to have a resume or activities page handy to give to the recommender. This allows the person writing the letter to incorporate the students other activities into the letter of recommendation.

Scholarships – A great resource for available scholarships is the scholarship area at the East Lansing High School Student Services page. Every opportunity the Student Services office receives is placed in this area for students to view. It is worth checking out!

FAFSA – The FAFSA (Free Application for Federal Student Aid) for the Class of 2022 will open on October 1st, 2021. Student Services will be hosting financial aid workshops to help families understand the FAFSA and financial aid after the New Year. Stay tuned!

EAST LANSING HIGH SCHOOL 2021-2022 TENTATIVE TEST DATES

| GRADE | WHERE | TEST | DATE |
|----------------------|--------------|---|--|
| OCTOBER | | | |
| All | ELHS | AMERICAN MATHEMATICS COMPETITIONS (AMC) Registration and pay by October 7th | 10-Nov-21 |
| All AP | ELHS | AP EXAM REGISTRATION FORMS, JOIN CLASS, AND FEES pay in main office or online at gofund | Registration, Join and pay by September 24, 2021 |
| 12 | ELHS | SAT - Free to any 12th grade student - Register by Sept. 10th | 13-Oct-21 |
| 9 | ELHS | PSAT 8/9 Free to 9th grade students - Register by Sept 10th | 12-Oct-21 |
| 10,11 | ELHS | PSAT/NMSQT - Free Register by Sept. 10th | 26-Oct-21 |
| DECEMBER | | | |
| JANUARY | | | |
| All | ELHS | HS 1st Semester Exams | January 12,13,14 |
| FEBRUARY | | | |
| APRIL | | | |
| 11th & eligible 12th | ELHS | SAT | 13-Apr-22 |
| | ELHS | ACT WORKKEYS | 14-Apr-22 |
| 11th & eligible 12th | ELHS | M-STEP (MICHIGAN SCIENCE , MICHIGAN SOCIAL STUDIES) | 15-Apr-22 |
| 9th & 10th | ELHS | PSAT | 12-Apr-21 |
| | | | |
| All AP | ELHS AND MSU | ADVANCED PLACEMENT EXAMS | May 2 - May 13, 2022 |
| June | | | |
| All | ELHS | HS 2nd Semester Exams | June 1,2,3 |

What Not to Bring

- Any devices, including smartwatches, that can be used to record, transmit, receive or play back audio, photographic, text, or video content
- Protractors, compasses, rulers
- Highlighters, colored pens, colored pencils
- Pamphlets or papers of any kind
- Dictionaries or other books—there are no exceptions, even if English is not your first language
- Food and drinks—including bottled water—unless approved by the College Board’s Services for Students with Disabilities. [Learn more about testing with accommodations.](#)

Your school counselor can share a complete list of prohibited devices—just ask to see the *Official Student Guide*.

During the Test

You will be allowed to have only these items on your desk:

- A test book
- An answer sheet
- No. 2 pencils with erasers
- [An approved calculator](#)—during one of the math sections only
- *Turn Off All Electronic Devices*
- You’ll need to turn off all electronic devices during the test and even during breaks. This includes cellphones. Be sure to turn off your watch alarm, if you have one.
- Why? Test centers are serious about security and quiet, so prohibited devices—which include cellphones, tablets, and MP3 players—must be turned off and put under your desk. Better yet: Leave them at home.
- Important:
- **Really, Really Important**
- You will be dismissed immediately and your scores will be canceled if you use your phone or if it makes a noise—even during breaks. Your phone may also be confiscated and inspected.
- *Share Your Email Address*
- If you share your email address and opt in, it’s easier for colleges, scholarship programs, and the College Board to get in touch. Find out more about connecting to colleges through the free [Student Search Service®](#).

Spirit Week 2021

Dress-Up Days / \$50 - \$100 Eastwood Gift Card Raffle

Each day, students have an opportunity to earn a raffle ticket in 1st hour for dressing according to the day's theme. (A ticket can also be earned for wearing EL gear instead of theme gear.) A student's FIRST NAME, LAST NAME, and GRADE must be written clearly on the back of the ticket or we will consider it invalid. On Friday during the 6th hour announcements, one \$50 winner from each grade and a \$100 winner from the school will be drawn.

| | |
|-----------------|--|
| Monday, 9/20 | Pajama Day |
| Tuesday, 9/21 | Decades Day (dress like a decade from the past) |
| Wednesday, 9/22 | Jersey Day |
| Thursday, 9/23 | Class Color Day (9th - orange, 10th - green, 11th - red, 12th - black, staff - alma mater) |
| Friday, 9/24 | Blue and White Day |

Trivia & Hidden Trojan Heads / Free Admission to Football Game or Dance

Each day, blue Trojan heads will be hidden (in plain sight) throughout the building. When found, a Trojan head should be taken to the main office where the winner can choose between free admission to Friday's football game or Saturday's Homecoming Dance.

Each morning, during the 2nd hour announcements, a trivia question related to the history of East Lansing will be asked. Students who know the answer should come to the main office to enter the daily drawing. During the 6th hour announcements, a winner will be drawn. The winner can choose between free admission to Friday's football game or Saturday's Homecoming Dance.

Homecoming Parade

Line up begins at 4:45 and the parade begins at 5:30. The route is 1.7 miles and runs from Burcham to MAC to Albert to Bailey. Additional details and parade map can be found on the ELPS website. If you know anyone who would be interested in driving their convertible in the parade, please let us know asap! We'd appreciate it! Questions about the Homecoming Parade should be directed to Mrs. Mueller (heather.mueller@elps.us).

Homecoming Game

ELHS vs. Everett at 7:00

Homecoming Dance

| | |
|--------------|--|
| Date | Saturday, 9/25 |
| Time | 6 - 8 |
| Cost | \$5 cash at the gate |
| Location | ELHS Football Stadium (consider whether heels will be comfortable) |
| Attire | It's up to you! Keep an eye on the weather! |
| Music | Request a song for the playlist via your Student Congress reps |
| Refreshments | Desserts, lemonade, punch |

2021-22 Half Days, Exam Days, and Late Start, No School

September 3rd and 6th – No School

September 22th – Late Start

October 14th - Half Day- periods 1,2,3

October 19th – Half Day periods 4,5,6

October 20th – Late Start

November 24th,25th, and 26th – No School

December 20th-31st – No School

January 12th – Exam Day periods 1,2

January 13th – Exam Day periods 3,4

January 14th – Exam Day periods 5,6

January 17th – No School

February 21 – No School

February 23rd – Late Start

March 10th- Half Day periods 1,2,3

March 15th –Half Day periods 4,5,6

March 16th – Late Start

March 25th – April 1st – No School

May 30th – No School

June 1st – Exam Day periods 1,2

June 2nd – Exam Day periods 3,4

June 3rd – Exam day periods 5,6

Half Day

7:45 – 8:45

8:52 - 9:52

9:59 – 11:00

Exam Day

7:45 – 9:27

9:37 – 11:20

Late Start Day

Begins at 9:45



East Lansing Public Schools

STUDENT ACCIDENT INSURANCE

The district will again extend the opportunity for parents or guardians to secure insurance coverage for their children, which covers accidents while attending school and while traveling to and from school for regular day sessions as well as 24-hour coverage.

Since the school district does not carry student accident insurance, we encourage parents or guardians to purchase this insurance. The school district is not serving as an agent. We have consented, however, to help the agent keep the cost of the policy at a more reasonable figure by making applications available to parents or guardians.

This insurance offers additional coverage if you already have insurance. For those who do not have insurance coverage, this offers you the option of obtaining insurance at a reasonable cost.

To see a brochure and application online, visit www.1stAgency.com. From there, go to "Find Your School"; select the state; hit GO and then find your school district. You can enroll online with a credit card.

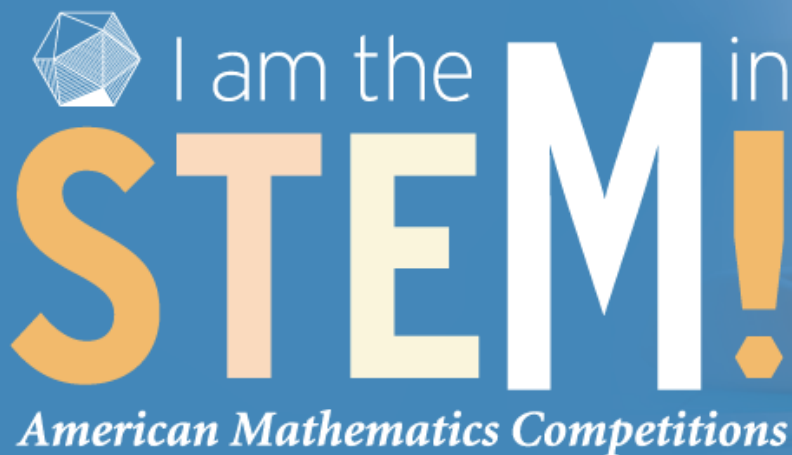
2021-22 Important Dates

| | |
|-----------------------------|---|
| September 22 - | Late Start (9:45a.m.) |
| September 24 - | Homecoming (Parade at 5:30p, lineup at 4:45p - ELHS bus loop) |
| September 24 - | AP Exam registration deadline |
| September 27 - | Board of Education mtg, 7p |
| October 1 - | Senior Portraits Due |
| October 11 - | Board of Education mtg, 7p |
| October 12 - | ELHS Parent Council Meeting, 6:30, HUB |
| October 13 - | Senior SAT make-up |
| October 14 - | Half Day 7:45a-11:00a (hr 1,2,3) |
| October 19 - | Half Day 7:45a-11:00a (hr 4,5,6) |
| October 20 - | Late Start (9:45a.m.) |
| October 25 - | Board of Education mtg, 7p |
| October 26 - | (Optional) PSAT/NMSQT @ ELHS |
| November 9 - | ELHS Parent Council Meeting, 6:30, HUB |
| November 10 - | American Mathematics Competition \$10/student |
| November 22 - | Board of Education mtg, 7p |
| November 24 - 26 | Thanksgiving Break |
| December 13 - | Board of Education mtg, 7p |
| December 20 - 31 | Winter Break |
| <u>2022</u> | |
| January 3 - | We're Baaaaaack |
| January 11- | ELHS Parent Council Meeting, 6:30, HUB |
| January 12 - | Mid-Terms (1st Semester Exams) hr 1,2 |
| January 13 - | Mid-Terms (1st Semester Exams) hr 3,4 |
| January 14 - | Mid-Terms (1st Semester Exams) hr 5,6 |
| January 17 - | No School *MLK Jr. Day |
| February 8 - | ELHS Parent Council Meeting, 6:30, HUB |
| February - | Senior Advertisements Due |
| February 21 - | No School *Presidents' Day |
| February 23 - | Late Start (9:45a.m.) |
| March 8 - | ELHS Parent Council Meeting, 6:30, HUB |
| March 10 - | Half Day 7:45a - 11:00a (hr 1,2,3) |
| March 15 - | Half Day 7:45a - 11:00a (hr 4,5,6) |
| March 16 - | Late Start (9:45a.m.) |
| March 25 - April 1 - | Spring Break. |
| April 12 - | ELHS Parent Council Meeting, 6:30, HUB |
| May 10 - | ELHS Parent Council Meeting, 6:30, HUB |
| May 30 - | No School *Memorial Day |
| June 1 - | Final Exams - hr 1,2 |
| June 2 - | Final Exams - hr 3,4 |
| June 3 - | Final Exams - hr 5,6 |
| June 3 - | Last Day of School |



2021-2022 AMC 10/12 A

THE OFFICIAL TEACHER'S MANUAL (ONLINE)



NOVEMBER 10, 2021

The AMC 10 and 12 are 25-question, 75-minute multiple-choice exams in high school mathematics designed to develop students' problem-solving skills and interest in mathematics.

ELIGIBILITY

Student Eligibility:

AMC 10: Students must be in grade 10 or below and also under 17.5 years of age on the day of the competition.

AMC 12: Students must be in grade 12 or below and also under 19.5 years of age on the day of the competition.

The MAA AMC is hosted by educational organizations:

- Schools
- Universities
- Learning Centers
- Math Circles

Legitimacy of the organization is required during registration. A small fee can be charged to cover the cost of administering the competition. Home schools are not allowed.

The AMC is registered and administered by a Competition Manager (CM). A CM is:

- An adult not related to any of the participants
- Affiliated with the host organization and needs to demonstrate this affiliation

Under no circumstances may a parent or guardian of an AMC student register for the competition.

IMPORTANT DATES

Early Bird Registration Deadline

September 24, 2021

Practice Competition Opens

October 13, 2021

Late Registration Deadline

October 22, 2021

Last Day to Order Additional Bundles

October 29, 2021

PERMITTED MATERIALS

During the competition, students are only allowed:

-writing utensils -blank scratch paper -rulers -compasses -erasers

Prohibited materials include:

calculators, smartwatches, phones, computing devices, protractors, and graph paper

TECH REQUIREMENTS

The AMC online powered by AoPS supports recent versions of mainstream web browsers (ex. Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge) and operating systems (ex. Windows, Mac OS, iOS, Chrome OS, and Android). The AMC online can be accessed on desktops, laptops, tablets, and phones with a supported browser and OS; however, desktops and laptops are recommended.

System Testing During the Practice Competition

We highly encourage all students try the practice competitions when released, confirming there are no issues taking the competition on their device, browser, and internet connection. If students have technical difficulties taking the practice or official competitions, please email info+contests@artofproblemsolving.com



STUDENT ACCOMMODATIONS

Competition Managers must make arrangements consistent with the participant's accommodation plan.

Please submit the accommodations form on maa.org/amc after registration to secure online timing accommodations.

The deadline to submit is November 3, 2021.

The AMC 10/12 participant accommodations for physical and learning disabilities include:

- A time extension for two hours, and/or
- A teacher or a school administrator reading the questions aloud and mark the answers as directed by the participant

Translations, Braille, and Large Print

The French and Spanish translations, Braille and Large Print can only be ordered and administered in print.

HOW TO REGISTER FOR THE ONLINE FORMAT

Competition Managers can register on the MAA AMC's Registration website:
amc-reg.maa.org.

During registration, select the "Online Administration" option, which will allow students to take the competition in the online format.

See more info on page 6

THE COMPETITION MANAGER PORTAL

After registering on the MAA AMC Registration website, CMs will receive an email from AoPS with an invitation link to join their Competition Manager Portal.

In the CM portal, CMs can manage their list of students for each competition, reset student passwords, and remove students. During the competition, CMs can monitor students' progress and access competition problems.

STUDENT REGISTRATION INVITATIONS

Once CMs join the AMC Online platform powered by AoPS, they are guided to the Competition Manager Portal. At the top of the portal, they will find a unique Student Registration link. **CMs must send students the registration link as soon as possible.**

If an institution registered for multiple competitions, they will have one Student Registration link per competition.

INCLEMENT WEATHER AND SCHOOL CANCELCATION

For schools canceled on the day of the AMC 10/12 A:
CMs must contact AMC customer service immediately to register for the AMC 10/12 B

For schools canceled on the day of the AMC 10/12 B:
CMs may administer the competition at a local school, university, or library, pending school administrator approval.

CHEATING

All disqualifications, cheating accusations, suspicious behavior are taken seriously by the MAA AMC office, and must be reported to AMCHQ@maa.org.

Disqualifications by Competition Manager

If it is clear to the competition manager from personal observation that a participant has cheated, the competition manager must disqualify the participant. After the participant is disqualified, the competition manager must notify the AMC of the disqualification for further action.

Submitting a cheating accusation or suspicious behavior:

It is critical to support the claim with facts or documentation. If the competition manager receives an accusation or obtains indirect evidence of cheating, the competition manager must immediately report all evidence of the situation to the MAA AMC Office at AMCHQ@maa.org. The MAA AMC Office reserves the right to disqualify scores if it determines the rules and procedures were not followed.

Disqualified students:

Scores will be removed from AMC historical data, and students will be ineligible to compete for the remainder of the cycle, and potentially, all future competition cycles.



PREVIEWING THE STUDENT EXPERIENCE

CMs can preview the student competition day experience by completing the AMC Practice Competitions, once the practice competitions are released.

Starting October 13, CMs can access the released practice competition by logging into their Competition Manager Portal and scrolling to the appropriate competition. CMs can click the link under "Interested in seeing what participants will experience on competition day". After CMs complete the Practice Contest, the link will show their results.

STUDENT PRACTICE RESULTS

Your participants' practice competition results will be available within your Competition Manager Portal.

Note: The MAA AMC Office will send the official AMC 10/12 results with CMs by email once scoring is completed.
See page 5 for more info.

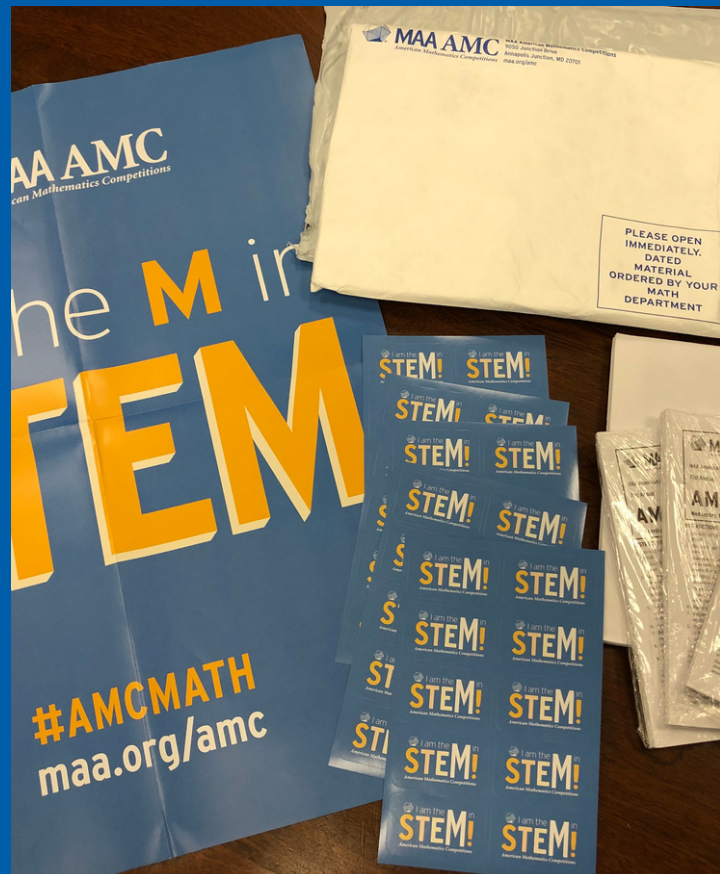
POST-COMPETITION DISCUSSION

As schools administer the competition nationwide on November 10, 2021, it is imperative problems and solutions are not discussed in any online or public forum until November 11.

Reproduction or dissemination via phone, email, or digital media of any type is a violation of the competition rules.
Students will be disqualified.

Teaching Tip!

Starting November 11, 2021 set aside post-competition class time to discuss problems and solutions.



SCORING: REPORTING, TOOLKIT AND REQUESTS

AMC TOOLKIT

Results and Resources for Competition Managers:

Score reports will be emailed to CMs and added to CM's AMC online accounts when online submissions are scored.

Note: If you do not receive your results via email within 30 days of administering the AMC 10/12 A, please contact amcinfo@maa.org.

Download and print fillable PDF certificates:

Recognize student participation and high scores with AMC Toolkit.

Retain the digital score report for future reference

MAA AMC cannot look up individual student scores after the competition. Many students cite these scores on college applications.



PRICING, REFUNDS AND CREDIT

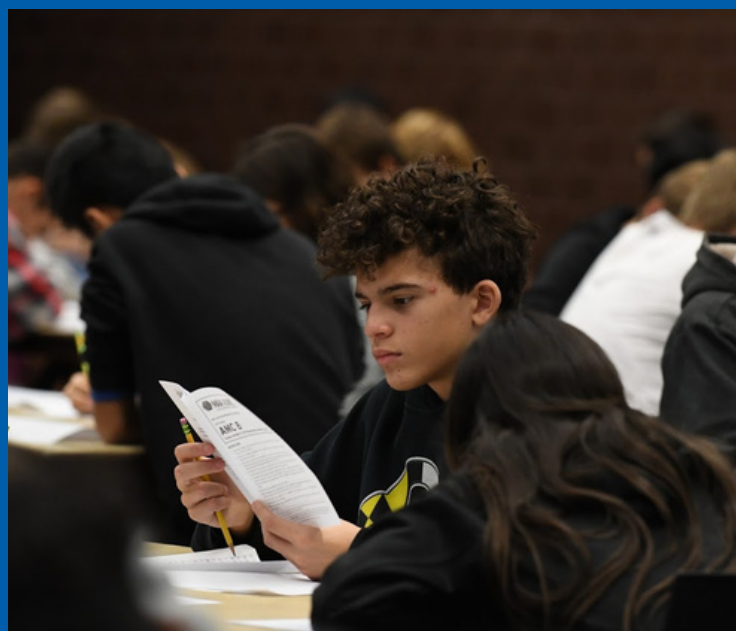
Pricing for online will remain at \$2.70 per participant, packaged in bundles of 10. Each bundle consists of 10 student registrations for online administration.

Discounted pricing is applied to orders in the online format and/or paying with credit card. All payments are processed on the MAA AMC Registration website: amc-reg.maa.org. **There are no other required registration fees on any other website.**

The AMC CANNOT provide refunds or credits once competition materials are ordered.

POLICY FOR CHANGES

The MAA Committee on American Mathematics Competition may change the program rules, regulations, awards and conditions of participation in whole or in part. Whenever possible, competition managers will be notified of these changes ahead of time.



REGISTERING FOR THE AMC ONLINE

WELCOME TO THE AMC ONLINE

The AMC Online format is allowed for all in-person and remote competition administration.

Here are additional registration resources:

[Registration Tutorial Video](#)

00:00 - 25:15

- MAA AMC Registration
- AMC Online Registration

[Resource Guide](#)

COMPETITION MANAGERS

VISIT THE MAA AMC
REGISTRATION WEBSITE:

amc-reg.maa.org

CLICK "REGISTER" NEXT TO A
COMPETITION NAME TO BEGIN

- **Select online administration**

Only one type of administration (online or print) is allowed per competition.

- **Continue selections to complete the registration form and payment**

AFTER AMC REGISTRATION, CMS WILL
RECEIVE AN AMC ONLINE REGISTRATION
EMAIL TO SETUP THEIR CM PORTALS ON AOPS

- Send students the student registration link(s) found in the online CM Portal

[View the CM Registration Guide](#)

INFO FOR STUDENTS

After registering for the competition, your Competition Manager will send you an invite link to access the online AMC platform.

Click the link in your CMs invitation email to begin registration.

Participants will need an AoPS account to register for the contest. Participants may use an existing AoPS account or create a restricted AoPS account.

[View the Student Registration Guide](#)

Login to your Student Portal on Competition Day

Click start competition at the top of your portal to begin.
See you on competition day!

TRY THE PRACTICE COMPETITION

The AMC Online Registration and the practice competition will open before the official competition to familiarize participants with the AMC Online software and test device compatibility.

To prevent device troubleshooting on competition day, please complete the practice competition before the official competition day.

HOW TO HOST THE AMC ONLINE

IMPORTANT INFO FOR COMPETITION DAY

Competition Day Site:
aops.com/contests/amc

CONTACT

Orders and Policy:
amcinfo@maa.org

Tech and Platform:
info+contests@artofproblemsolving.com

PARTICIPANT EXPERIENCE

Please refer to the [CM and Participants FAQs](#) and take the AMC practice competition for additional insight on what to expect on competition day.

REPORT CHEATING

If there are any suspicions of cheating, please submit any evidence to AMCHQ@maa.org or start a suspicious activity report email from your CM portal (see page 4).

BEFORE THE COMPETITION

Accept your Competition Manager Portal invitation link and confirm you can access your [Competition Manager Portal](#)

Determine the time your participants will begin the competition, and communicate this information to students.

You do not need to specify this day or time on the Platform. If hosting the competition remotely, please select a video conferencing software, such as Zoom or Google Hangouts, and provide participants with a link in advance.

In your Competition Manager Portal, confirm all registered students appear in your portal for the competition(s)

IMPORTANT FOR THE 2021- 2022 CYCLE:

Only competition managers are permitted to proctor
Students will be proctored by their competition manager, either in-person or remotely, at the discretion of their CM (see page 8).

DURING THE COMPETITION

[Instruct students to sign into their Student Portal](#)

[For remote administration: Start video conferencing with participants at least 30 minutes ahead of time and instruct them to sign into their Student Portal]

Begin proctoring as participants sign into the competition site.

Continually monitor students throughout the competition as they complete a series of steps:

Pre-Competition Rules and Regulations
The Competition Problems with countdown timer
Post-Competition Integrity and Proctor Confirmation
Final Submission

After final submission, remind students not to discuss problems until Nov 11 at 8 am ET. This step concludes proctoring.

For Competition Manager Proctors:

In your [Competition Manager Portal](#), the Official Status column will keep track of your participants' competition progress. Please occasionally refresh your page to update the column. Also, a PDF of the competition problems will be linked at the top.

AFTER THE COMPETITION

Please monitor your email for competition updates and the AMC Toolkit which provides scores and awarding information.

The MAA AMC will share official results with Competition Managers by email once scoring is completed (within 30 days of the competition).

Congratulations on hosting a successful 2021 AMC 10/12 A!

AMC PROCTOR RESPONSIBILITIES

Eligibility:

The AMC proctor must be the student(s)' competition manager. Please note: all students must be proctored by their CM either in-person or remotely; parent or guardian proctoring is not allowed.

Allowed Materials and Aids:

During the competition, participants are only allowed to use:

- Writing utensils
- Blank scratch paper
- Rulers
- Compass
- Erasers
- A computer with one browser tab open, displaying the loaded AMC

Prohibited materials include any additional electronic devices (ex. smartwatches, phones, computing devices), calculators, protractors, and graph paper. No problems on the competition require the use of a calculator.

The CM proctor must not answer any questions about the test and should ensure that no participant has the opportunity to communicate by any means to any other person while the contest is in progress. Participants should be continuously monitored by the CM proctor.

Working Time:

The participant had no more than 75 minutes of working time. (See AMC Policy on Students with Accommodation Plans).

If there is an urgent need to use the bathroom, all materials should remain with the CM proctor. No other breaks are permitted.

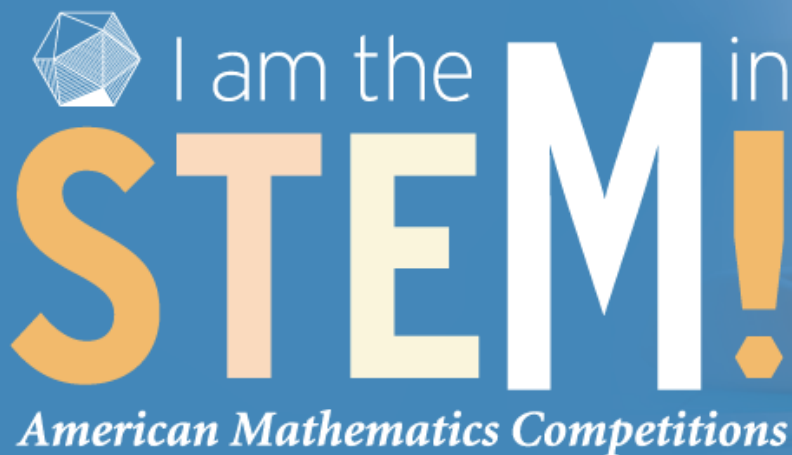
Cheating:

All disqualifications, cheating accusations, suspicious behavior are taken seriously by the MAA AMC office. Please see page 4 for more information.



2021-2022 AMC 10/12 A

THE OFFICIAL TEACHER'S MANUAL (PRINT)



NOVEMBER 10, 2021

The AMC 10 and 12 are 25-question, 75-minute multiple-choice exams in high school mathematics designed to develop students' problem-solving skills and interest in mathematics.

ELIGIBILITY

Student Eligibility:

AMC 10: Students must be in grade 10 or below and also under 17.5 years of age on the day of the competition.

AMC 12: Students must be in grade 12 or below and also under 19.5 years of age on the day of the competition.

The MAA AMC is hosted by educational organizations:

- Schools
- Universities
- Learning Centers
- Math Circles

Legitimacy of the organization is required during registration. A small fee can be charged to cover the cost of administering the competition. Home schools are not allowed.

The AMC is registered and administered by a Competition Manager (CM). A CM is:

- An adult not related to any of the participants
- Affiliated with the host organization and needs to demonstrate this affiliation

Under no circumstances may a parent or guardian of an AMC student register for the competition.

IMPORTANT DATES

Early Bird Registration Deadline

September 24, 2021

Late Registration Deadline

October 22, 2021

Last Day to Order Additional Bundles

October 29, 2021

Last Day to Return Packages

December 10, 2021

PERMITTED MATERIALS

During the competition, students are only allowed:

-writing utensils -blank scratch paper -rulers -compasses -erasers

Prohibited materials include:

calculators, smartwatches, phones, computing devices, protractors, and graph paper

ANSWER SHEETS

Only use 2021-2022 Scantrons:

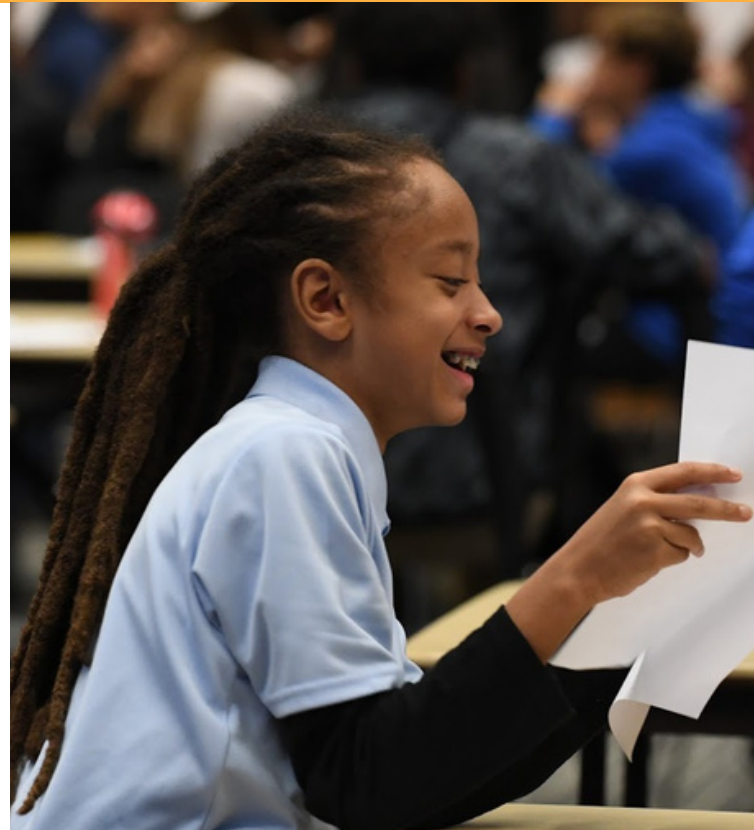
Prior years' or photocopied Scantrons
will not be accepted.

-Photocopied answer sheets are
not allowed and will not be scored

Order an adequate amount of
answer sheets to cover all students

If you need additional
competitions and answer sheets:

Download the Additional Bundles Form
on the AMC 10/12 tab on maa.org/amc
and return to amcinfo@maa.org.



STUDENT ACCOMMODATIONS

Competition Managers must make arrangements
consistent with the participant's accommodation
plan by November 3, 2021.

**The AMC 10/12 participant accommodations for
physical and learning disabilities include:**

- A time extension for two hours, and/or
- A teacher or a school administrator reading the
questions aloud and mark the answers as directed
by the participant

Please consult the student's accommodation plan for
guidance on applicable accommodations.

Braille and large print competition booklets must be
ordered by October 29, 2021 for institutions located in
the US and Canada. See Important Dates and
Information guide for more details.

EARLY ADMINISTRATION

Early administration is **NEVER** permitted and will result in **DISQUALIFICATION** of all scores from your institution.

Early administration jeopardizes the validity of all scores from other institutions.

ANSWER SHEET BUBBLING POLICY

Students must correctly mark the competition in which they are participating in the field in the top left corner of page one of the AMC 10/12 Answer Sheet.

Failure to properly mark this field will result in the automatic disqualification of a student's answer sheet.

TRANSLATIONS, BRAILLE, AND LARGE PRINT

The AMC for French and Spanish translations, Braille, and Large Print form can only be ordered and administered in print.

INCLEMENT WEATHER AND SCHOOL CANCELCATION

**For schools canceled
on the day of the AMC 10/12 A:**
CMs must contact AMC customer service immediately to register for the AMC 10/12 B

**For schools canceled
on the day of the AMC 10/12 B:**
CMs may administer the competition at a local school, university, or library, pending school administrator approval.

CHEATING

All disqualifications, cheating accusations, suspicious behavior are taken seriously by the MAA AMC office, and must be reported to AMCHQ@maa.org.

Disqualifications by Competition Manager

If it is clear to the competition manager from personal observation that a participant has cheated, the competition manager must disqualify the participant and should not return the student's answer sheet to the AMC. After the participant is disqualified, the competition manager must notify the AMC of the disqualification for further action.

Submitting a cheating accusation or suspicious behavior:

It is critical to support the claim with facts or documentation. If the competition manager receives an accusation or obtains indirect evidence of cheating, the competition manager must immediately report all evidence of the situation to the MAA AMC Office at AMCHQ@maa.org. The MAA AMC Office reserves the right to disqualify scores if it determines the rules and procedures were not followed.

Disqualified students:

Scores will be removed from AMC historical data, and students will be ineligible to compete for the remainder of the competition cycle, and potentially, all future competition cycles.



POST-COMPETITION DISCUSSION

As schools administer the competition nationwide on November 10, it is imperative problems and solutions are not discussed in any online or public forum until November 11.

Reproduction or dissemination via phone, email, or digital media of any type is a violation of the competition rules. Students will be disqualified.

Teaching Tip!

Starting November 11, 2021 set aside post-competition class time to discuss problems and solutions.

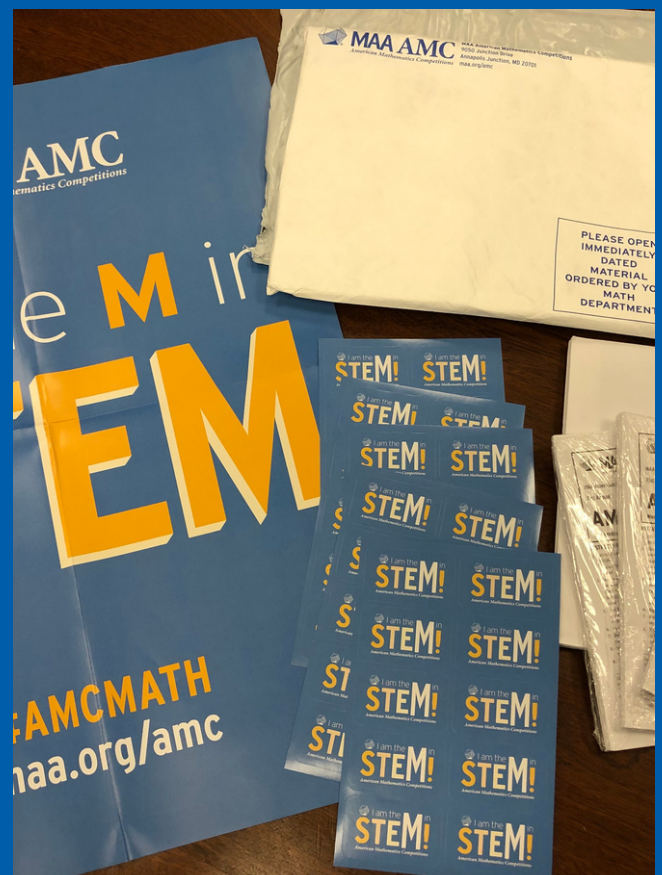
LOST OR DELAYED PACKAGES

Return competition materials by trackable method before **December 10, 2021 at 11:59pm ET.**

MAA AMC office must receive answer sheets and forms by this date. See Important Deadlines and Information guide for more details.

Answer sheets received after the deadline will not be scored and students will be ineligible to qualify for the invitational competitions.

The MAA AMC is not responsible for lost or delayed answer sheets.



SCORING: REPORTING, TOOLKIT AND REQUESTS

AMC TOOLKIT

Results and Resources for Competition Managers:

Score reports will be emailed to CMs and added to CM's AMC online accounts when answer sheets are scored.

Note: If you do not receive your results via email within 30 days of administering the AMC 10/12 A, please contact amcinfo@maa.org.

Download and print fillable PDF certificates:

Recognize student participation and high scores with AMC Toolkit.

Retain the digital score report for future reference

MAA AMC cannot look up individual student scores after the competition. Many students cite these scores on college applications.



REFUND AND CREDIT POLICY

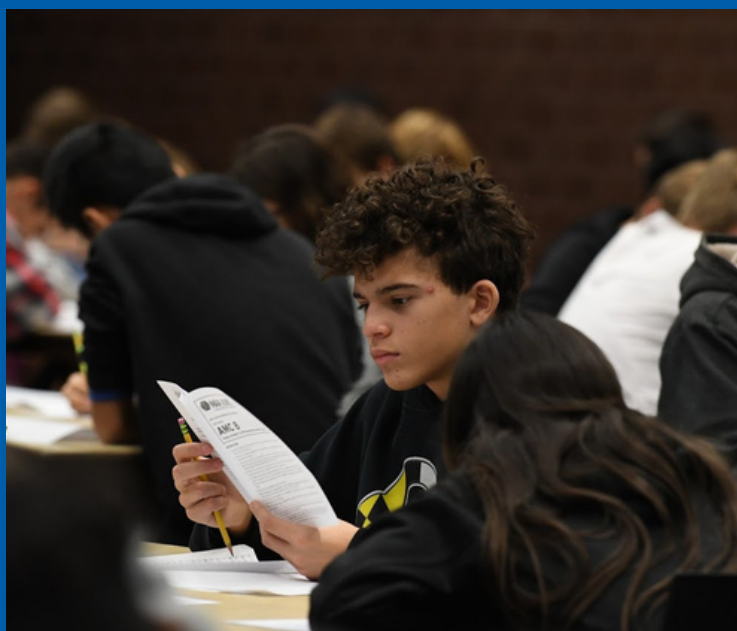
The AMC CANNOT provide refunds or credits once the competition materials have been shipped.

Please use extra booklets as competition practice for next year's AMC or as supplemental classroom materials.

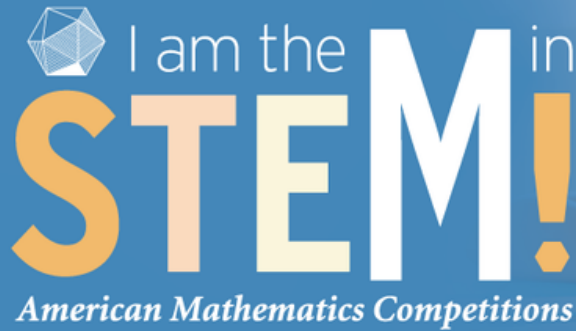
Do not return competition materials.

POLICY FOR CHANGES

The MAA Committee on American Mathematics Competition may change the program rules, regulations, awards and conditions of participation in whole or in part. Whenever possible, competition managers will be notified of these changes ahead of time.



A QUICK GUIDE TO HOSTING THE AMC 10/12 A



BEFORE COMPETITION

1. Verify your competition materials immediately

Check the number of answer sheets matches and booklets. Do not open the shrink-wrapped booklets.

Packaged Materials Include:

- Answer Sheets (Scantrons)
 - Return Envelopes
- Competition Bundles
- Certification Form
 - School ID Form
- AIME Materials

2. Reserve a quiet room to host the AMC for at least two hours

Allow time for pre- and post-competition activities.

3. Ask participants to fill the following answer sheet fields:

name, age, grade,
DOB, gender, and address.

DURING COMPETITION

1. Open the bundles, distribute AMC 10/12 A exam booklets and pre-filled answer sheets.

Instruct participants to read the front cover of the competition booklet and do not open the booklet until instructed.

Remind students to only mark answer sheets with final answers; stray or erased marks are unreadable.

2. Set the timer for 75 minutes and start the competition!

3. After 75 minutes, direct students to STOP working.

Ask students to sign their name on the answer sheet.

4. Collect the answer sheets and competition booklets immediately.

Booklets may be returned to participants after November 11, 2021.

AFTER COMPETITION

1. Check each answer sheet for complete and correct info

Remove all paper clips, rubber bands, and note paper attached.

2. Complete School ID Form

- CEEB (institution) code
- Quantity of answer sheets returned
- Competition administration date
- Total school enrollment
- Grade range

3. Complete Certification Form

Please include all required signatures.

On the back of the form, list any unofficial participants and participants with accommodations.

For a replacement form, visit the AMC 10/12 tab on maa.org/amc.

4. Return Competition package by December 10, 2021:

School ID Form, Certification Form and answer sheets.

FOR QUESTIONS OR CONCERNS, CONTACT CUSTOMER SERVICE: 800-527-3690 OR AMCINFO@MAA.ORG

IMPORTANT REMINDERS

- Photocopied answer sheets and old Scantrons are prohibited.
- If there is an urgent need to use the bathroom, all materials should remain with the proctor. No other breaks are permitted.
- Participants should come prepared with lunch and/or snacks since there will be no lunch break during the competition.
- Competition and solutions may not be discussed with anyone outside of the room either orally or digitally before November 11, 2021.

