

John Muir Middle School-Mathematics Department

August 2014

Dear Students, Parents, and Guardians,

Welcome to the 2014-2015 school year. I am excited about having your child in my Geometry class this year and look forward to working with you and your child to help them have a successful year. Below I have outlined my classroom expectations that will be in effect for this school year. You will be able to access your child's progress on the Aeries system and I will be sending you phone messages from time to time alerting you to upcoming tests or any other important information. Please do not hesitate to call or email me if you have any questions or concerns throughout the year. I will respond as quickly as I can. My email address is: jpogran@sanleandro.k12.ca.us

Sincerely,
Judy Pogran

Classroom procedures are simple but strictly enforced at all times:

1. Come to class on time, prepared to work: Be in the classroom, in your seat, with all necessary materials (this includes your homework!) by the second bell. Do not forget the following important points:

- * No backpacks in the classrooms,
- * No gum, candy, food, or beverages (bottled water is permitted) in classrooms and hallways,
- * Cell phones **Must** be turned off and not visible during the school day
- * **NO TARDIES.** A tardy is defined as the student is **NOT** in their seat when the bell rings; therefore, running or walking into the class as the bell rings is considered a tardy. School detentions are automatically assigned for tardies to class.

2. Respect yourself, others, and the learning process. Keep your hands, feet, and objects to yourself. Be courteous! No put downs or profanity! **NO BULLYING!** This will not be tolerated whatsoever! A positive, safe and risk free environment is necessary for learning to take place.

3. Follow directions and be responsible. In order for learning to take place, it is important that you follow directions when given, stay in your assigned seat, and avoid side conversations unless it is part of the lesson. If you do not understand what is going on in class, do not hesitate to ask for help, this is how you learn.

4. Follow the Falcon Code of Conduct at all times. This includes the following:

- * Be Respectful
- * Be Safe
- * Be Productive
- * Be Prepared
- * Be Responsible

Academic Standards:

Students are **EXPECTED** to do their best every day. Not only is completing the assignment (class work, homework, and exams) important, it is **REQUIRED.** **Neatness Counts**- if I can't

read it, I can't grade it. Students **MUST** come to class prepared everyday with the following materials; your school planner, pens/pencils, erasers, highlighters, notebook/binder, paper.

Classwork:

When you arrive in class, you are required to copy your homework assignment into your agenda, take out your homework, and begin the daily warm up. If your homework is not out and visible on your desk when I come around to check it in, it will be assumed that the assignment was not completed. Material on the daily warm ups will also be found on weekly tests/quizzes.

Home Practice:

Will be given most days and is due the next day. **ALL** home practice must have a proper heading, labeled with the date, page, and the questions being answered. **You are required to copy the problem and show all work for each question.** All answers should be boxed off or highlighted. Your **Home practice assignments and tests** may be done in pencil, blue or black ink. Markers are not permitted, and other colors other than mentioned above will result in a "No Grade". Cheating will not be tolerated. Any student caught cheating will be given a zero on the assignment and this action will result in parent phone call and a possible referral to the principal's office.

Tests/Quizzes:

Quizzes will be given on Fridays, and will cover the material taught and practiced that week. Chapter tests will be given throughout the quarter and cover the required Californian State standards. All tests and quizzes will be returned promptly and **will be signed** by a parent or guardian. Failure to get the test/quiz signed will result in a failing grade in the home practice category.

Grading Policy:

Quizzes and Tests will count for 70% of the grade. Timely retakes are allowed for full credit. Class work and practice work are 30% of the grade.

Grading Scale:

100 % = A+	87-89% = B+	77-79% = C+	67-69% = D+	0-59% = F
94-99%= A	84-86% = B	74-76% = C	64-66% = D	
90-93%= A-	80-83% = B-	70-73% = C-	60-63% = D-	

Following Classroom Rules and Procedures will result in the following:

1. Verbal Praise and Recognition
2. Notes sent home/Parent Phone calls

If YOU choose to break or ignore classroom rules, the following will occur:

1. Warning
2. Detention and possible seat change if necessary
3. Phone Call Home
4. Parent Teacher Conference
5. Discipline Referral

Please fill out and return this page to Ms. Pogran

We have read the Welcome Letter from Math and understand the class procedures and expectations.

Student's Name (Print) _____

Student's Signature _____

Date _____

Parent's Name (Print) _____

Parent's Signature _____

Date _____

Comments/Concerns/Questions: