

Parent and Student Informational Letter
Freshman Geometry
2009-2010
Mrs. McManuels

I want to welcome you to Catholic High school and to Freshman Geometry. You have already demonstrated that you have a talent for math since you were successful in Algebra 1 and you passed the placement test for Geometry. Now the adventure continues for the next four years through Geometry, Algebra 2, Pre-calculus and Calculus. This year the administration decided to separate the freshmen and sophomores that are taking Geometry. Therefore there will be some differences in the two classes. You may have a friend or sibling in the other Geometry. Do not expect to have the same assignments, tests or projects. There will be some overlapping of the two courses, but this course is designed to concentrate more on proof and theory to better prepare you for Calculus as well as many of the math courses you may take in college. You will find a list of items you need for class, grading policies and other items in the rest of this letter.

Course Content and textbooks:

Most of the content of the assigned textbook will be taught and it will be supplemented throughout the year with additional materials. Textbooks are to be covered at all times with a paper cover. Stretch book covers are not allowed! Your name is to be written on the outside front cover. Your name has been written inside the book. Do not write anywhere else in or on the book. If you notice damage to your book, please notify me immediately so you are not charged for damage you did not do. At the end of the year, you are expected to return the book in good condition. If it is damaged or lost, you will be charged.

Needed items:

1. A 3 ring binder with loose leaf paper and graph paper.
2. Pencils and erasers.
3. A red pen for making corrections on homework problems.
4. A scientific calculator. Graphing calculators are acceptable.
5. A protractor, ruler and compass.
6. Other items as indicated throughout the year.

Grading Policy:

Quarter grades will be earned through points. Each homework, quiz, test or project will be given a point value. At the end of the quarter, the number of points you have earned will be divided by the number of possible points to determine the quarter grade.

Homework will be checked daily. The page number and problem numbers are to be written on top of the paper. You can earn 4 points for every completed assignment. If the assignment is half complete, you will earn 2 points. If it is less than half, you receive a

zero. **Late assignments will not be accepted.** The section on make-up work will go into more detail. You can expect to have homework every night that you have class. You are to make corrections on any missed questions in red. If there are no corrections necessary, this needs to be noted on the top of the assignment in red. In addition to written homework, you must keep up with the vocabulary. Tests and quizzes will contain vocabulary and proofs. You must memorize vocabulary, postulates, and theorems before you can write proofs. Review these items on a regular basis. Once learned, this material will be used throughout the year. Spelling will count!

Notebooks will be checked on the day you take a chapter test. Each notebook check will be worth 10 points. These points will be subdivided as follows: 5 points for all assignments with corrections in red and 5 points for notes and examples from the chapter. You may take notes in pen. However all assignments are to be done in pencil. If you do not have your notebook on the day of the test, you will receive a zero.

Quizzes will have varying point value. The point value will be announced prior to the quiz. All quizzes must be completed in pencil. If pen is used, 5 points will be deducted from the point value earned.

Tests will be 100 points. Since the number of questions on tests will vary, the point value for each question will be announced prior to the test. All tests must be completed in pencil. If pen is used, 5 points will be deducted from the point value earned.

There are **midterm exams** in December during the last 4 days before Christmas break and **final exams** in May during the last 4 days of school. Please do not schedule early vacations at these times since these are required tests. You may find the dates of the midterms and finals on the school calendar, and I will be announcing them well in advance. These exams are cumulative on the material for that semester. A study guide will be given to help prepare you for these exams. The exams are used in averaging the final grade for the year.

Projects will be given throughout the year. The paperwork explaining the project will indicate the point value as well as due dates. Projects are due on the due date without exception. The project can always be turned in early. **If a student is absent on the due date, someone must bring the project to the main office by the end of that day if the student expects to receive credit. If a project is not turned in by the due date, the student will receive a zero for that project grade.**

Make-up work:

If a student is absent, it is required that a written note be submitted to the office before the absence is excused. Please note that phone calls, faxes and emails are not acceptable. When a student is absent and I check homework, I note in my grade book that they were absent. When I enter grades into STI, I put a zero for that assignment. That homework should be given to me on the day the student returns and the grade in STI will be changed. The student should copy all notes from the day of the absence from a classmate.

The homework assignment from the day missed is listed on STI. I realize that there will be times when the student will need instruction before they can complete the assignment. If this is the case, the student needs to arrange for help. The student has **one** class day for every day absent to make up the homework for credit. After that, it will remain a zero. However the assignment still needs to be completed to be prepared for that section on the test. The grade will also remain a zero as long as STI states that the absence is unexcused.

If a student misses a test, they will have 5 school days to make this test up. Please note that I will not give make up tests during class time. The student will need to talk to me to make the arrangements. In general, the tests can be made up on Tuesday, Wednesday or Thursday after school. Some students may have a study hall and tests can be made up at that time also. I will not allow a student to leave another class to make up work for my class. The grade on STI will be a zero until the test is taken. Again, the absence needs to be excused by the office or the grade will remain a zero.

If a student knows in advance that they will be absent on a test day, they should arrange to take the test in advance. This includes, but is not limited to, field trips, doctor appointments, sporting events, absences excused in advance by the administration. Please remember to turn the notebook in for a grade when the make up test is taken. If the student is taking the test in a study hall, the student needs to make sure I have had the chance to grade the notebook.

Extra credit and extra help:

No individual extra credit is given. At times there will be an extra credit question on a test.

Tutoring will be available from the math department after school. Please listen for announcements regarding days and times. Extra help from me will be available upon request. The student needs to make arrangements **in advance** to come in either before or after school. Please do not just assume I will be in my room since I have other commitments to the school I must do.

Cheating:

Please read the section in the student handbook on cheating. This is a concern in all subjects. Cheating is not just copying answers during a test. Cheating is copying someone's homework. Cheating is copying the answers from the back of the book without having any work that supports that answer. Any work that you claim is your work must in fact **be** your work and not someone else's work. The consequences for cheating are in the student handbook.

Restroom use:

Students should plan on using the restroom between classes and during lunch. However there may be times when they need to use the restroom during class. In order to minimize distractions, the student should try to wait until there is a change in activities. Each student has been given a hall pass in the back of their planner. After first asking

permission, the student should fill out the pass **in ink** and then give it to me to sign. They must also sign the log book before leaving. Each student must have their own planner. **I will not sign the planner if it belongs to another student and a demerit will be given to both students. Without the appropriate planner, the student will not be allowed to leave the classroom.** There are a limited number of spaces on this hall pass so use them wisely. If your child is feeling ill, they just need to let me know and they may leave immediately.

Unless there is an emergency, the use of hall passes will not be granted on test days.

STI:

Please learn to use STI. Grades are posted there along with upcoming assignments, long term project dates and test dates. If you have trouble accessing this information, contact the main office. Students still need to write these items into a planner for easy access.

General Policies:

All rules of CHS will be followed. Make sure you are familiar with the student handbook especially in the areas of dress codes for regular days and also out of uniform days. Backpacks are to remain in the lockers. Food and drinks are to be consumed only in the commons. Chewing gum is not allowed in the building. Please read the handbook regarding the use of cell phones. There is a place to put all cell phones when you enter my classroom. This should reduce all temptations. Parents, your child is not to have their phone on during the school day. Please wait until after school to call or send a text. If there is an emergency and you must reach your child, call the office and they will contact them for you.

My class rules are simple:

1. Be respectful of others and all property.
2. Be in the room ready to learn with all the required supplies at the proper time.
There are no bells to remind you.
3. Take notes, ask questions and do all your work.

Please sign and date this letter to indicate you have read it. This letter is to be kept in your notebook.

If you need to contact me, please send me an email to my school address:
cmcmanuels@chsfalcons.org.

Thank you for allowing me to teach your son or daughter. I plan on having a great year and I trust they will have a great year as well.

Mrs. McManuels

Parent signature/date/contact information

Student signature/date