

INFORMATION PACKET

Combination Foundations of NC MI and NC MI (North Carolina Math I)

Dear Parent/Guardian:

I will be going over this multi-page document with your child, during the 1st two days of class, so that he/she will have a successful year. I know how busy you are, so I certainly do not expect you to go through this document, in the same time frame. If you have any questions or you just wish to speak to me about anything contained in this Information Packet, please do not hesitate to contact me. Please remember, as your child's teacher, I am *your support*. When you have had a chance to review this multi-page document, please complete the ½ portion of the last page, and have your child return only that portion to me. The rest of this document is for you and your child to keep and refer back to when needed.

Sincerely,

Ms. Raphael

919-560-3912 ext. 12844 or barbara.rafael@dpsnc.net or room# 127

Dear Student:

I know that you have received information concerning the Freshman Academy. Please understand that this math class is **NOT** a part of the Freshman Academy. Therefore, it is extremely important that you keep this information concerning policies, procedures, grades, behavior expectations, academic expectations, etc. as it applies to this math class, and refer to it at any time during this 2017-2018 school year.

There are 2 math classes that you will be taking with me (Ms. Raphael) as the teacher. Therefore, there is no A/B schedule for you to remember - ***you will attend my math class every day of the school year.*** Subsequently, you will receive 2 of the 8 credits you are working towards receiving this 2017-2018 school year, from being enrolled in this Combination Foundations of NC MI and NC MI class.

After reading this document, you will understand more about the type of person and math teacher, I (Ms. Raphael) am. ***RESPECT is a huge factor*** in my class, and ***I am respecting you now by making sure that we cover this information so that you can be successful, in math, this 2017-2018 school year.*** My goal as your math teacher is to both 1) help you to become a more logical, analytical and critical thinking math student and 2) help you to become a life-long learner and productive citizen. As we all know, making the right decisions in life are not always the easiest decisions to make. Your parent(s)/guardian(s) and the administrators of JHS should ***not*** be the only adults in your life assisting you with this task. A quick and easy way to

remember what type of person and math teacher I (Ms. Raphael) am is to know that I (Ms. Raphael) am F.O.R.

- Following directions
- Orders in the classroom and
- Respecting Everyone and Everything

I (Ms. Raphael) will remind you that **Actions Speak Louder Than Words** because communication can take the form of both verbal as well as non-verbal cues. Even if you have not specifically stated something, your actions or lack thereof, speak volumes as to what your intentions are for the task at hand.

REQUIRED MATERIALS: ****

1. A spiral notebook – 1, 3, or 5-subject is needed for this class. Binders containing loose-leaf paper and Composition notebooks are **NOT** allowed.
2. At least 2 - #2 pencils are preferred, but having at least 2 mechanical pencils are acceptable. Graded work done in anything **other than** a pencil will result in a zero (0) and cannot be made up.
3. A 2-pocket folder, with or without prongs, will be used for keeping up with papers, graded and/or non-graded.

**** Have extra eraser caps, pencils, and/or lead (for your mechanical pencils) at all times. An unsharpened pencil can always be exchanged for a sharpened pencil. Having the required materials for this math class **maximizes** classroom instructional time, and minimizes disciplinary actions because you are off-task (borrowing something from a fellow classmate or asking to go to your bag to retrieve something, etc) more than you are on-task (doing the work assigned to you).

TARDINESS: You are considered tardy for my math class when you enter my classroom **AFTER** “the begin class bell” sounds/rings. You will be marked tardy, and consequences will result, if you do not have a pass from a faculty and/or staff member of JHS. A note written by a parent/guardian and submitted by you, the student will be verified, at a later time, to determine if there are any disciplinary actions to follow.

JHS’ Technology Policy: This policy is in effect from 9am until 4pm, Mon-Fri. The technology policy can be summarized as follows: during class time, you are only to be on your electronic device if you have received permission from the teacher or other JHS staff member, in that class. Therefore, in this math classroom, unless I (Ms. Raphael) or another faculty or staff member of JHS has given you permission to use the electronic device, the electronic device should not be visible/seen in the classroom** - remember no wires, headphones, etc should be visible either.

** I (Ms. Raphael) will have a charging station in my classroom for electronic devices. However, you are **NOT** allowed to go back and forth to check up on the device, during the math

class. I (Ms. Raphael) will only allow you to place the device on the charging station at the BEGINNING of class, and then you can retrieve the device at the END of class. If I (Ms. Raphael) discover/see your electronic device, and it is **NOT** at the charging station, then I (Ms. Raphael) have the option to either let you put it up in your bag or purse or take it from you. If you refuse to give me (Ms. Raphael) your electronic device, when instructed to do so, an administrator will be called. If I (Ms. Raphael) instruct you to give me (Ms. Raphael) the electronic device, then I (Ms. Raphael) will want the entire electronic device – not just the battery or not just the device without the battery.

CLASSROOM PROCEDURES: Failure to comply will result in disciplinary actions.

1. Take out all/only the required materials for this math class, and then put your bag(s) and/or purse(s) up in the designated areas of the classroom – **safety issue and minimizes distractions.**
2. Sit in your assigned seat, and copy down the information from the side board, into your spiral notebook, within the first 3 minutes of the math class. Please remember, this class is not a part of Freshman Academy so NO, you are not to have your planner out. Each evening, you should put in your planner “See Math Notebook”. Copying down all of the required info into your math notebook allows you to thoroughly explain to your parent/guardian what various tasks you had to complete in this math class, if you cannot remember when they ask you how your day in math was.
3. Follow **ALL** directions given to you by the teacher/adult in the classroom.
4. Follow Jordan High’s 3-R’s = Respect Yourself, Respect Others, and Respect Your School

CLASSROOM RULES: Failure to comply will result in disciplinary actions.

1. Follow both the District’s and School’s Standard Rules and Expectations, as outlined in your handbooks.
2. Follow Jordan High’s 3-R’s = Respect Yourself, Respect Others, and Respect Your School.
3. Chewing gum is allowed **PROVIDED** there is no noise and/or it is disposed of properly in a trash can. However, no other types of food and/or drinks are allowed in this math class, unless I (Ms. Raphael) have given you permission - you can ask for a hall pass, when you would like to go to the water fountain.
4. A graphing calculator is the **ONLY** electronic device allowed to be used in this math class. If you own one, bring it to class each day, but do not take it out until instructed to.
5. YES, you must get my (Ms. Raphael’s) permission to get something out of your bag and/or purse **PRIOR TO** the end of class – maximizes instructional time and minimizes disciplinary actions.

HALL PASS: The bell schedule is designed so that you have 6 minutes between each **class**, unless Jordan High is following an abbreviated schedule (1st 10 days of school, Early Release Day, weather related delayed schedules, etc.) to take care of things like going to the restroom, getting some water, saying hello to others, along with arriving to your class on time. Therefore, I (Ms. Raphael) will only issue you a hall pass in the event that I (Ms. Raphael) feel it is a valid reason for you to be out of this classroom.

BEHAVIOR EXPECTATIONS – remember what F.O.R means. I (Ms. Raphael) promote a SAFE and HATE-FREE environment because I do not tolerate bullying. Also, I do not ignore bad behavior because, **as we all know,**

- Learning cannot occur in a classroom, if discipline is a problem; therefore, Instructional Time will be **maximized,**
- Actions Speak Louder than Words (we discussed this earlier), and
- Doing the Right Thing is not always the easy thing to do, but doing the Right Thing **must be done!!** (we discussed this earlier).

Consequences will result when poor decisions and minor infractions to rules, procedures, and/or policies are made, in this math class. Consequences include the following, but they may not occur in the following order: a warning, a phone call to a parent/guardian, a lunch detention for fifteen (15) minutes (held at the BEGINNING of your lunch period), and/or completion of an office referral form.

HOMEWORK (HW) HELP: Because school lets out at 4pm, I (Ms. Raphael) have decided that every Wednesday (if we have a short week, then the day will change), during the 1st 30 mins of our math class, I (Ms. Raphael), will be available to assist you with your math homework assignment.

- When I (Ms. Raphael) review your homework, if it is discovered that either you have not even started the homework assignment or so few of the problems have been done, then your seat in class will be changed and the 30 mins of class time will be spent with you actually beginning or doing the homework – NO, I (Ms. Raphael) will not be assisting you in any way, but a classmate, in this same situation, can help you out. **Helping is NOT COPYING,** so please remember that...
- When I (Ms. Raphael) review your homework, if it is discovered that a sufficient amount of the homework has been done, or perhaps the homework has been completed, then YES, your seat in class maybe changed and you can receive assistance (NOT ANSWERS) from me (Ms. Raphael). Yes, a classmate can help you out and/or review answers with you; however, please note that **Helping is NOT COPYING** ...
- NO, the students contained in the two different “groups” discussed above, under this HW Help section, cannot merge.

WHAT THE CLASSROOM ENVIRONMENT WILL LOOK LIKE – Academic Expectations:

1. Making sense of problems and persevering in solving them
2. Reasoning abstractly and quantitatively
3. Constructing viable arguments and critiquing the reasoning of others
4. Modeling with mathematics
5. Using appropriate tools strategically
6. Attending to precision

7. Looking for and making use of structure
8. Looking for and expressing regularity in repeated reasoning

These 8 descriptions for the classroom environment can be summed up as follows:

- Always Try
- Learn from Your Mistakes
- Respect Yourself, Respect Others, and Respect Things

GRADING: - You should **ALWAYS strive for MORE** by Learning from Your Mistakes!!! Your parent(s)/guardian(s), JHS administrators, and I (Ms. Raphael) all possess the same high expectations for you. Therefore, you need to **ALWAYS TRY** in this math class. Trying means that you do **not** give up so quickly and tell me (Ms. Raphael) that you don't know something. Take the time that is given to you to THINK about a logical answer or pick up a pencil and work out the problem because you know that in a math class, you have to ADD, SUBTRACT, MULTIPLY, DIVIDE, GRAPH, construct a TABLE, etc.

Also, TRYING means that you **never leave an answer blank**. Leaving an answer blank or writing IDK shows laziness and the grade you will receive for turning in work that contains blanks will be different than a grade you would receive for turning in work containing NO blanks, but incorrect answers – there is a HUGE difference between a ten (10) and a fifty (50), even though both grades are an “F”.

GUESSING a reasonable answer is a form of **TRYING** because you are **THINKING, and THINKING is what your parent(s)/guardian(s) send you to school to do.** Your parent(s)/guardian(s) do not send you to school to play around or give up and wait for the teacher to give you the correct answer. Stay focused - your mind should be concentrated on MATH, in this math class, at all times.

- Tests are worth 40%, and they are announced so that you can prepare more thoroughly for this form of assessment.
- Quizzes are worth 25%, and they may or may not be announced. Therefore, you should always be focused and on-task in class, as well as, reviewing or studying the math concepts covered, each night.
- Classwork/Participation is worth 25%, and it consists of, but is not limited to: copying down notes, group work, individual work, presentations (may happen in front of the class or remaining seated at your desk), answering and asking probing questions, and/or peer evaluations.
- Homework is worth 10%, and it can take any of these 4 forms:
 - a. REVIEWING math work covered in class, earlier that day, or a previous day – just because you are finished with your math homework or you were not specifically given a sheet with actual math problems on it, does NOT mean that you do not have any homework...

- b. STUDYING for a quiz or a test
- c. a single sheet of work to complete in one night
- d. a packet of work assigned for the week.

Because this math class is **NOT** a part of Freshman Academy means that any and all homework assigned, is to be turned into me (Ms. Raphael) **WHEN I ASK FOR IT** – at the beginning of class. Using the excuse that you thought your math homework was to go into one of those boxes, will result in you receiving a zero (0) and not being able to make the homework assignment up.

Sincerely,
 Ms. Raphael
 919-560-3912 ext. 12844 or barbara.rafael@dpsnc.net or room# 127

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Parental/Guardian Documentation of the INFORMATION PACKET from Ms. Raphael's

Thank You for taking the time to review this multi-page document. Please complete the information contained below, and have your child return only this section to me (Ms. Raphael).

Print - Student Name / / Date / / Print - Parent/Guardian Name

Parent/Guardian Signature / Parent/Guardian Email

ALL of the Parent's/Guardian's contact #s