

**You have a right to an education  
You have a responsibility to learn**

## Books

**You are responsible for the book(s) that are assigned to you.** Your text book must be covered at all times. Since this is to help preserve the condition of your book, a sturdy cover (brown paper bag or something similar) is preferred over the knit ones. At the end of the year there will be a fee to replace or repair any lost or damaged books.

## Grades

You are able to access your grades daily from the internet. You can find the link to Progress Book on several site within the Westlake Web Site. Your quarterly grade will be weighted as follows:

- Notebook check – 10%
- Student work – 20%
- Quizzes/group work – 30%
- Tests and projects – 40%

## Notebooks

You will need to keep a notebook for math. Notebook checks will take place randomly throughout each quarter. I suggest that it be a 3-ring binder used exclusively for math. You are expected to have your notebook with you every day in class. Your notebook must be divided with tabs as follows:

- 1) Notes and handouts
- 2) Independent work
- 3) Tests and Quizzes

## Student Work

Student work will be assigned often, and it is usually to be completed either in class or by the next class meeting. Because each math lesson builds on what was learned the day before, late assignments will not be accepted for full credit. If you are absent for any class period, you are also responsible for finding out the assignments and turning them in according to the district regulations in your handbook. You can access assignment information on the internet. If you do not have internet access at home you can call a friend or go to the school library the morning you return to log on at a school computer. Computers are also available at Porter Library

### *Student work criteria*

- Work is neat, organized, and done on loose leaf paper
- Heading shows name, date and assignment
- Copy all problems and show work for each problem
- If you do not understand a problem, you may substitute your work with a statement explaining specifically what you don't understand. "I don't get it." is not a valid explanation.

**Grading of Student work:** There will be times grading will be done on a right/wrong basis. However, it will most often be graded on a scale of 0-5 points depending on how well the assignment meets the above requirements

**Bonus points:** Unless otherwise stated, each assignment that is done overnight has an opportunity to receive one bonus point. This is accomplished with a parent signature which verifies they have seen the work and that it meets the criteria stated above. I seldom give extra credit, so having your parents sign your homework on a daily basis is your opportunity. Please don't have your parent sign your homework before you complete it.

## Supplies

During the course of the year we will be using some of the following items. It is suggested that you have personal access to them in your locker. The ones with an asterisk (\*) behind them are required in class at all times.

- pencil with eraser (or erasable pen)\*
- red pen (not red marker!)\*
- covered textbook \*
- calculator
- ruler
- colored pencils
- compass
- protractor
- scissors

### **Classroom Behavior**

To assure that each student receives the best learning opportunities possible you are expected to be in your seats with all your materials when the last tone rings. You are also expected to be considerate of all others in the classroom.

**Important!** If your behavior during class is such that it detracts from the learning of others, I will ask you to go to the office immediately for the remainder of the period. A call will be made to your parents and you will be offered the option of coming in to make up the class before school the next morning .

### **Need Help?**

If you get confused with a particular concept, don't wait until you are totally lost to ask for help. I want to help so please don't hesitate to ask! I also have created a website to assist both parents and students. You can access this by going to the Westlake Schools website and following the links to our team at LBMS.

If you need to contact me for any reason please feel free to call 899-3075 ext 2332. You are also welcome to email me at [mann@westlake.k12.oh.us](mailto:mann@westlake.k12.oh.us). I usually access my email twice a day and will respond as soon as possible.

**Do not detach lower portion of letter.**

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**I have read and understand the above material and commit to doing my best to make this a successful year.**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher Signature: May M. Mann