

August 22, 2022

Dear Parent/Guardian,

Hello! My name is Jennifer Ramon and I am excited to have your son or daughter in my mathematics class at Carnegie Vanguard High School.

It is my hope to talk with the parents/guardians of all those in my classes throughout the year. Let me extend an invitation to contact me via email (jramon1@houstonisd.org) or at school (Tel: 713-732-3690) should you be concerned or curious about your child's progress in my class. **Email is the fastest and most reliable way to contact me.** If you would like to meet in person, contact me and we can schedule a conference. I am available most days immediately after school, as well as during 2nd period (9:55 – 10:40AM on Monday, Tuesday, & Friday; 8:30 – 10:00AM on Wednesday). I only ask that you contact me at least 24 hours ahead of time to set up an appointment. Please don't feel that you need to wait for me to contact you should you wish to talk!

I have high expectations for each of my students to succeed in my class. In order to facilitate the best learning environment possible for my students to meet my expectations, I have some classroom expectations. I present them to the students as follows:

- Be prompt and prepared in getting to class and turning in assignments.
- Treat all participants in the class – the school, the teacher, other classmates, and yourself – with respect.
- Come to class prepared to learn, think, analyze, ask questions, and work.

If students fail to meet these expectations they will be warned and assigned consequences such as lunch detention. If there is an ongoing or severe problem, I will contact you to set up a conference. Please stress to your child the importance of adhering to these expectations in order to have a smooth and effective class.

I expect each student to be responsible to complete their assignments and bring required materials to class daily. Once assignments have been passed back it is each student's responsibility to keep them until the end of the year. It is particularly important to keep old quizzes and tests to use when studying for the final exam. I would appreciate your help in ensuring that your child has the following supplies:

- A binder with *both* looseleaf paper and graph paper
- Multiple pens (for notes) and pencils (for everything else)
- A calculator (preferably a TI-84 graphing calculator)
- A ruler or straightedge and a protractor (a compass is also useful but not required)

To foster your child's success in my class, there are a few simple things that you can do. Homework will be assigned regularly. All homework is posted on the HISD Canvas site, so your student can always check what has been assigned from home using their school laptop, phone, tablet, or any other web browser. Test dates and project due dates will also be posted on Canvas. Please make sure your child is doing their homework and reviewing the material from class daily to be prepared for tests.

I am available daily during SSEP, before or after school, and during lunch for any students that have questions or need extra help. I ask students to make an appointment for extra help at least 24 hours in advance to ensure that I plan accordingly; I have open office hours during the second half of lunch, but planning ahead will ensure that your student receives my full attention. Please remind your child to take advantage of these opportunities should they need them. It is my goal that every single student will succeed in my class.

Your child received a syllabus & course description specific to the course they are enrolled in. Please review this syllabus for important information about the specific class, including a grading policy for that class. Feel free to contact me with any specific questions about the syllabus.

Please make sure you are monitoring your child's grades through HISD's Parent-Student Connect; if you are not already registered, instructions can be found at <http://www.houstonisd.org/pscregister>. In addition, I would greatly appreciate it if you would fill out and sign the "Student & Parent Information Sheet" and have your child return it to me as a homework assignment along with the required supplies tomorrow. Please be sure to list an accurate email address.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Ramon". The signature is fluid and cursive, with the first name "Jennifer" being more prominent than the last name "Ramon".

Jennifer Ramon

Teacher of Advanced Precalculus AB and AP Calculus AB

Carnegie Vanguard High School

STUDENT & PARENT INFORMATION SHEET

MS. RAMON, MATHEMATICS

Student Name: _____ Grade: _____

Student Email: _____ Class Period: _____

Parent/Guardian Name (please print) : _____

Email: _____

Preferred Phone number: _____

Is this a work number, home number, or a cell number? (Please circle the appropriate one)

Would you prefer to be contacted by phone or by email? (Please circle the appropriate one)

When is the best time to contact you? _____

Secondary Contact (if applicable): _____

Email: _____

Preferred Phone number: _____

Is this a work number, home number, or a cell number? (Please circle the appropriate one)

Is there any additional information I might need to know in order to effectively communicate with you about your child?

I, the parent/guardian of the student named above, return this page to indicate that I have read the attached letter and the syllabus for the class my child is enrolled in. I will support my child's learning by providing the necessary supplies and encouraging study and completion of homework.

Parent/Guardian's signature

Student's signature