

**Portola Middle School and Highly Gifted Magnet  
SYLLABUS**

**Homeroom**

**Fall 2018**

Dear Parent/Guardian:

It is my pleasure to have your son/daughter in my class this semester. My goal as a teacher is to provide your child with opportunities to achieve success both in my classroom and in the world outside the classroom. Following is a description of the course objectives, grading, classroom rules and policies.

The objectives of this course are: 1) To support students in acquiring effective study and time management skills; 2) To provide students and families with timely communications; 3) To promote consistent and punctual attendance.

Please contact me at school if you have any questions or concerns. I welcome your suggestions and involvement.

Sincerely,  
Jonathan Mazur,  
National Board Certified Teacher  
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portolamedia.weebly.com  
(818) 654-3300

Please read the entire document, "Parent Letter Homeroom Fall 2018," and complete and return this form to me by Monday, August 20, 2018. Your signature indicates that you have read, understood, and agree with the information in this package.



I have read, understood and agree with the course standards for Homeroom.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Signature

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

## **INFORMATION SHEET**

**Attendance:** Poor attendance and tardiness are the primary cause of failure in this course. Time missed is difficult to make up. Students with excused absences will receive an extra day for every absent day.

**Note:** The student is responsible for making arrangements to complete assignments during lunchtime, after school, or at home. Students with 10 or more combined unexcused absences and unexcused tardies for the semester will automatically receive an “Unsatisfactory” as their Work Habits grade.

### **Class requirements:**

1. **Materials:** You must bring your planner, study materials, a pen, pencil, and eraser to class every day.
2. **Assignments:** Students must bring a book or study materials to homeroom every day for silent study. Communications will be distributed to students for parents to sign and complete. Daily silent study and timely return of documents are required to receive a Work Habits grade of “S” or higher.
3. **Class Participation:** Participation in class activities, volunteering to assist in setup and cleanup, regular attendance, and punctuality will contribute to your success.

### **Classroom rules:**

1. Follow directions
2. Work in your assigned seat from bell to bell.
3. Listen when someone talks to the class.
4. Do not disrupt the class or argue with the teacher.
5. Leave gum, make-up, CD/MP3 players, cellular telephones, and electronic games outside the classroom.

### **Consequences:**

Consequences for violations of classroom rules will include detention, confiscation of personal electronics, campus beautification, class suspension, and loss of Participation points. Students who do not comply with the classroom rules will receive an “Unsatisfactory” as their Cooperation grade. The teacher will request a meeting with the parents of students with behavior problems.

### **Rewards:**

Rewards for consistently complying with classroom rules, demonstrating outstanding work habits, excellent attendance and punctuality, and contributing to a positive classroom environment will include study passes and extra restroom privileges.

# RUBRIC FOR WORK HABITS AND COOPERATION GRADES

Mr. Mazur

## COOPERATION GRADE

Grade	Criterion
E (Excellent)	<ul style="list-style-type: none"><li>• In assigned seat at bell</li><li>• Has all necessary materials</li><li>• No gum, makeup, electronics</li><li>• Follows all directions</li></ul>
S (Satisfactory)	<ul style="list-style-type: none"><li>• In assigned seat at bell</li><li>• Borrows materials</li><li>• No gum, makeup, electronics</li><li>• Follows directions most of the time</li></ul>
U (Unsatisfactory)	<ul style="list-style-type: none"><li>• Not in assigned seat at bell</li><li>• Does not bring necessary materials</li><li>• Excessive talking/socializing</li><li>• Brings gum, makeup and/or electronics</li><li>• Follows directions sometimes</li><li>• Disruptive</li><li>• Defiant, argues with teacher</li></ul>

## WORK HABITS

Grade	Criterion
E (Excellent)	<ul style="list-style-type: none"><li>• Participates in all Homeroom activities</li><li>• Works without being asked or reminded</li><li>• Follows directions all the time</li><li>• No unexcused tardies and absences</li></ul>
S (Satisfactory)	<ul style="list-style-type: none"><li>• Participates in Homeroom activities 90% of the time</li><li>• Works without being asked or reminded 90% of the time</li><li>• Follows directions most of the time</li><li>• 1-2 unexcused tardies and absences per quarter</li><li>• Less than 10 unexcused tardies and absences per semester</li></ul>
U (Unsatisfactory)	<ul style="list-style-type: none"><li>• Participates in Homeroom activities less than 90% of the time</li><li>• Works without being asked or reminded less than 90% of the time</li><li>• Seldom follows directions</li><li>• 3 or more unexcused tardies and absences per quarter</li><li>• 10 or more unexcused tardies and absences per semester</li></ul>