

Office phone: 706-857-2402

Office fax: 706-857-2565



­Chattooga County

High School

Mr. Bond

Mathematics Teacher

Pre-Calculus

&

Analytic Geometry Support

Dear students and parents,

My name is Kevin Bond and I will be your child’s math teacher this year. I graduated from Shorter University in 2014 with a bachelor’s degree in secondary math education. I have an associate’s degree in middle grades education from Georgia Highlands College, and a CAD-science certificate from Georgia Northwestern Technical College .Before becoming a teacher, I was a drafting engineer for twelve years at an architectural millworks company in Summerville, Ga. I have enjoyed coaching multiple sports for fifteen years, and I always strive to lead with a positive direction, and outlook.

I am eager to meet my students and to teach them secondary level math. My expectations for learning will be high. However, this year will be fun, exciting, and motivating for the students. The students will learn to set goals and attempt to achieve their goals with hard work and effort. This process will take place through discipline and self-control. Discipline does not mean punishment. Discipline means hard work, being confident, and pushing yourself to perform at your maximum potential. To achieve our goals, we will follow a set of rules and procedures. These rules and procedures are designed so that every student in the class will have the maximum safety possible, and they will be able to reach their highest potential without any unnecessary distractions. Most of the procedures will be taught in the first two weeks, and will be a common routine throughout the year. Some procedures may be administered as the year progresses. I encourage all of my parents to look at, and discuss these procedures with their child. Knowledge and understanding of the rules and procedures will provide more efficient learning during class time.

To every parent I want to say that I believe face to face communication will be our most effective tool in understanding the needs of individual students. However, I understand that it is not always possible to meet face to face. If anyone has any questions or needs, please feel free to contact me by email at – kbond@chattooga.k12.ga.us, or by school phone at 706-857-2402. Please refer to class procedures to schedule an unannounced meeting.

Sincerely,

Kevin Bond

"The only failure which lacks dignity is the failure to try."

~ Malcolm F. MacNeil

**Class Rules**

* **Be on time**

Be in the classroom when the bell rings

Grab any handouts posted

Take your seat promptly

Begin warm up when the bell rings

* **Be Prepared**

Use the restroom before class starts

Bring needed materials everyday (pencils, papers, notes, anything required)

No sleeping

No cheating

Do your classwork

Do your homework

* **Be Respectful**

Raise your hand before speaking, during; work sessions, quizzes, or tests

Work quietly and by yourself unless instructed otherwise

Pay attention to the teacher and other students when speaking

Cooperate with the teacher and other students

Do not criticize others thoughts or beliefs

Respect all property (school, personal, and others)

Keep hands, feet, and objects to yourself

Clean up after yourself

* **Be Responsible**

Read all of the directions on assignments

Turn assignments in on time

Keep up with classwork and homework (study guide for tests)

See the teacher to make up any missed assignments

Keep needed class materials organized

* **Follow Safety Rules**

No fighting

No threats or verbal abuse

No horseplay

No physical contact

**Class Procedures**

* **My open door policy**

**Any time a student or their parent/guardian need to meet with me I will be available for contact at my classroom, by email, or by school phone**

**Individual one on one meetings should be scheduled by email or by school phone contact**

**You may email me any time you want, however replies will most likely be between 7:00 am to 7:30 am, or between 4:00 pm to 5:00 pm. My email address is kbond@chattooga.k12.ga.us**

**You may contact me by telephone at the school from 4:00 pm to 5:00 pm. The school phone number is 706-857-2402**

* **What to do upon entering the classroom**

**Pick up handouts**

**Take your seat promptly**

**Begin working on the warm up problem**

**Class Procedures Cont.**

* **When I want your attention**

I will move to the front of the room, and in the center

of the board. I will raise my hand and prompt the class to give me their attention

* **When I ask for attention**

The student should sit up

Be quiet and listen to the teacher

Pay attention to what is being announced

* **If you are called on**

Speak up and speak clearly

Do not be afraid to answer

At any time if you do not know the answer, you may ask another classmate for help

* **If you want to speak**

Raise your hand and sit quietly until you are recognized

by the teacher

Be patient and wait for the teacher to call on you

Ask thoughtful and serious questions so you do not

disrupt the class unnecessarily

* **If you need to use the restroom**

Raise your hand and sit quietly until you are recognized

by the teacher

Ask politely to be excused to go to the restroom

Do not take advantage, and be gone more than an appropriate amount of time

Do not ask to go to the restroom an excessive amount of times (you may be denied)

* **If you complete your daily work early**

Quietly begin work on any of my missed assignments

You may work on assignments for other classes if my assignments are caught up

Bring a book to read or I will provide you with one

* **At the end of class**

You may begin to put up your supplies with two minutes

left in class, not before

Clean up around your desk or work area

Sit quietly and patiently while waiting for the bell

Exit the class in an orderly fashion

* **In case of a fire**

Always remain calm and quiet

In an orderly manner, and without running, exit into the hallway

Move to the nearest exit without pushing or shoving

Be prepared to move toward an alternate exit if the first option is unavailable

* **In case of a tornado**

Always remain calm and quiet

In an orderly manner, and without running, exit into the hallway

Line up against the wall and squat down, placing your

head between your legs

Stay there without talking until we are dismissed

**Class Procedures Cont.**

* **What to do if you are tardy**

If you are late to school, report to the office first

If you are late to class, come in quietly and take your seat without disturbing the class

I will bring you any handouts needed upon the first opportunity available

Excessive tardies may result to reporting to ISI

* **What to do if you are absent**

See me before or after class to get missed assignments

Hand in all missed assignments within two days of returning to class

If a quiz or test is missed you must schedule a time for it to be made up

In the case of long term absenteeism special circumstances will be discussed

* **Assignment due dates**

Classwork is due at the end of the scheduled class period

Homework is due the following day from when it is given

Class projects will be assigned a due date

Quizzes and tests will have a set time limit and taken in class

* **Assignments**

Remove ragged edges from all assignments

Do your work in pencil only

* **Headings for assignments**

Place your heading in the upper right hand corner

The heading should include your name, the class period, and the date, in that order

* **Quiz and test format**

During quizzes and tests nothing is allowed on your desk except a pencil and calculator

Quizzes and tests will be taken individually unless specified otherwise

Notes will not be allowed for quizzes or tests unless specified otherwise

Anyone caught cheating will receive a zero for the assignment

Any cheating will be reported to the parents and school officials

* **Test retakes**

You will be able to retake any test that is scored below 60

You will only have one chance to retake the test

The highest grade that will be given on a test retake will be an 80

You must make an effort to meet with me to schedule a test retake

* **Group assignments**

All assignments will be done individually unless specified as group assignments

If group work is assigned you may work together and share thoughts, but simply copying answers will not be tolerated, and will be considered cheating