

August 12, 2024

Dear Parent/Guardian,

Hello! My name is Jennifer Ramon and I am excited to have your son or daughter in my AP Precalculus 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](mailto: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 or via videoconference call, contact me and we can schedule a conference. I am available most days immediately after school, as well as during 6<sup>th</sup> period (2:30 PM – 3:10 PM on Monday, Tuesday, & Friday; 2:35 – 4:00 PM on Wednesday). I do 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 after-school detention. If there is an ongoing or severe problem, I will contact you to set up a conference, ideally either via videoconference call or in-person. 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 sufficiently 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 free response and multiple choice assessments to use when studying for the AP exam in May. 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 physical or online 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; you can request guest access on Canvas and view their assignments as well. Test dates, project due dates, and notes slideshows 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, after school, and during the last half of lunch for any students that have questions or need extra help. I ask students to make an appointment for extra help during SSEP or after school at least 24 hours in advance to ensure that I plan accordingly; I have open office hours during the last 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, grading policy, & course description specific to AP Precalculus in class today. They are also posted on Canvas. Please review the syllabus and grading policy for important information about the specific class, including my late work and absence policies. 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 tomorrow as part of this week's homework assignment. Please be sure to list an accurate and legible 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" written in a larger, more prominent script than the last name "Ramon".

Jennifer Ramon

Teacher of AP Precalculus

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*