

Mr. Melmood

Welcome Back Cougars!!!

Dear Parents and Students,

Welcome back to a brand new school year at here at Tequesta Trace Middle School. I am looking forward to getting to know you and assisting you in achieving success this school year.

The following information is extremely important and should be read over carefully by both parents and students in an effort to alert you to classroom and school board policies. I am requiring that the parent/guardian **and** student sign the attached form and return it to me by the end of the first week of school. Both signatures will acknowledge that the attached information has been read and understood by both the parent and the students.

I strongly encourage both students and parents to email me at chad.melmood@browardschools.com with any questions or concerns. This is my preferred method of communication and will likely result in a quicker response.

It is very important that I share with you exactly what my expectations are for each of my students to ensure success for this year. They are:

- ⦿ Demonstrate your best abilities through high quality work
- ⦿ Positively contribute to the learning environment through active participation
- ⦿ Arrive to class prepared and ready to learn
- ⦿ Maintain personal and academic integrity
- ⦿ Respect the learning environment

Make up Work

- If you were absent, work must be made up within two days after you missed class.
- Missed tests or quizzes must be scheduled with ME!
- Be communicative with your peers. Ask others what work was missed in class.

Grades

- Homework/smaller activities: 10-20 pts

- Quizzes: 50 pts
- Tests: 100 pts
- Projects: 100-200 pts
- ^ *All are subject to change by me :)*
- *** NOTE: We use Pinnacle Gradebook. Parents can check this as frequently as they like and may also sign up for notifications.**

Extra Credit

- I rarely offer extra credit. If you have a serious concern about your grade, come see me.
- Note: Your behavior and diligence in class may determine how willing I am to give you that extra boost!

Attendance/Tardiness

- Attendance in this class is mandatory and necessary for you to keep up with the work.
- If you are tardy, you MUST bring a pass from the teacher you came from to be excused.

Cell Phones

- You may not use cell phones in class unless I give you permission (for research or other school-related activities).
- If you get your cell phone taken away, it will be sent to the office where a parent will have to pick it up.

Textbooks/Resources

Houghton Mifflin Harcourt: Collections

-GUM - Grammar, Usage, and Mechanics

- USA Test Prep

Thank you!!!

Thank you so much for your attention to these important items and I look forward to working with all my students and parents to have a most successful year here at Tequesta Trace. Please complete the attached signature page and have your student return it to me as soon as possible.

Syllabus Signature Sheet

Mr. Melmood, English Language Arts

Students: Please read the course syllabus and share it with your parents. Then you and your parents should sign this sheet. Please return this sheet by Friday, August 28.

I have read the rules, procedures and syllabus for **Mr. Melmood's class** and understand them. If I choose not to meet these expectations, I am willing to accept the consequences.

Student Printed Name:

Parent/Guardian Printed Name:

Student Signature:

Parent/Guardian Signature:

Date: _____

Date: _____

Comments/Concerns: