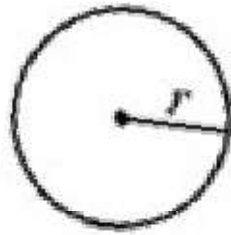


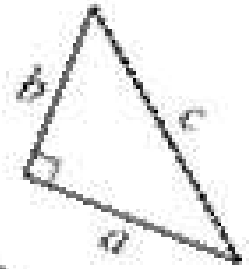


$$V = \pi r^2 h$$



$$A = \pi r^2$$

$$C = 2\pi r$$



$$c^2 = a^2 + b^2$$

Mr. Mahlmann

# GEOMETRY

Student/Employee Handbook

Name: \_\_\_\_\_

### PROFESSIONAL CONTRACT

I have read & agree to abide by the policies contained herein. I agree to conduct myself in a professional manner at all times -- putting forth my best effort, & contributing my talents to making my class a safe place where everyone may focus & have fun learning.

\_\_\_\_\_  
Student Signature

\_\_\_ / \_\_\_ / \_\_\_  
Date

# WELCOME TO GEOMETRY

Believe it or not, it will not be too much longer before you move on from high school to enter college / pursue your chosen profession. You may become an employee, you may become self-employed, or you may become an employer. Regardless of your position or occupation, you will have certain responsibilities – to your employers, your employees, your customers, your communities, & your family. You may already have work experience or may currently be working. So, you may already have some idea as to what this kind of responsibility entails.

Whether or not you are currently working outside of school, you still have a job. That job is “Student.” Even though you may not be getting a weekly paycheck for this job, you will -- without doubt -- ultimately be compensated for your work. The time and effort that you’re putting in at school is an *investment*. That investment is in *yourself* -- and your future compensation will be proportional to the work you put in now and what you learn in school.

Following are some guidelines and procedures to help you with your job in Geometry class.

Good Luck & Good Choices!

-- Mr. Mahlmann

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*Job Description:* Student / “Employee”

*Office / Workshop / Store Location:* Classroom

*Supervisor:* Teacher

*Chair(wo)man:* Principal

*Work Schedule:* Monday – Friday, 8:25am – 3:45pm

*Work Shift:* 4 Shifts / 1 hr., 40 min. each

*Note:* As in a “real” job, employees (students) may get docked if they have an unexcused absence or do not work the entire shift. This means that employees must be **on task** the entire “shift.”

*Breaks:* Lunch & Class transitions. (See class schedule for detail.)

*Compensation:* Your paycheck = your report card.


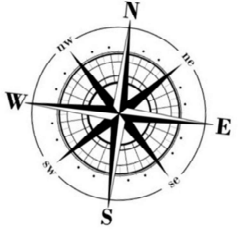

Your compensation = your grade.

*Note:* Your grade is directly tied to your work effort & performance. You earn your grade; the teacher just records what you earn.





*Example:* If you put in 70% effort, your compensation will be 70%, as it would be in a “real” job. (More likely, if you put in 70% in a “real” job, you’d be out of a job or out of business – i.e., would you pay the cashier at McDonald’s if s/he only gave you 70% of the Big Mac you ordered?)

*Time Off:* Weekends, Holidays & 10 weeks off during Summer. (Not a bad deal -- considering many employees only get a 2-week vacation.)

## PROFESSIONAL CONDUCT PROTOCOLS

<p><b>1. Professional Courtesies:</b> Treat each person in the classroom with dignity &amp; respect.</p> 	<p><b>2. Work Ethic / Punctuality:</b> Be in your assigned seat &amp; working on the “Boot-Up” assignment when the tardy bell rings.</p>
<p><b>3. Tools &amp; Equipment:</b> Bring all required books &amp; materials to class every day &amp; take them with you when you leave. <i>Daily Materials:</i> <b>2 Pencils</b>, 3 Notebooks: (Classwork, Homework &amp; Learning Log), 1 Folder (Toolkit) &amp; Textbook. <i>Other Materials:</i> Bring as needed.</p>	<p><b>4. Direction-Following:</b> Follow directions the 1st time they are given.</p> 
<p><b>5. Dutifulness:</b> Follow <i>all</i> procedures &amp; policies as set forth in the DeSoto County School District as written in the school handbook.</p>	<p><b>SG. Special Guideline:</b> This classroom is a “No Whining Zone”. Everyone is responsible for his/her own actions &amp; is expected to work. No one wants to hear whining or excuses!</p> 

## ORGANIZATIONAL PROCEDURES

<p><b>1. “Clocking In”: Entering Room</b></p> <ul style="list-style-type: none"> <li>- Please enter <i>quietly</i>.</li> <li>- Go directly to your <i>assigned seat</i>.</li> <li>- Take out your materials (<i>including Homework &amp; HW/BU Log</i>).</li> <li>- Place your backpack neatly in the designated area.</li> <li>- Begin Boot-Up assignment.</li> </ul> 	<p><b>2. Tardiness:</b> <i>If you are tardy...</i></p> <ul style="list-style-type: none"> <li>- Enter quietly, without calling attention to yourself or disturbing others.</li> <li>- <i>Excused:</i> Place excuse slip in the designated area.</li> <li>- <i>Unexcused:</i> Get tardy slip from office.</li> <li>- Take your seat, take out your materials, start working.</li> </ul> 
<p><b>3. Hallway Usage</b></p> <p>Hallways are strictly to be used to move from 1 classroom to another during dismissal times only.</p> <p>You are expected to use the restroom prior to entering class. The only other times you may use the restroom during instructional time are during morning break (1 student at a time) or in the event of a medical excuse.</p> <p>You will not be permitted to leave the classroom during morning break for any other reason than to use the restroom.</p> <p>In any event, you must 1<sup>st</sup> obtain teacher’s permission to exit classroom, and must have a hallway pass. (There is one in your student planner – fill it out, and present to teacher for signature.)</p> <p>If you wish to use the hallway at any other time for any other purpose, the answer will be “NO.” So, please don’t ask.</p>	<p><b>4. Getting Teacher’s Attention</b></p> <p><i>Ask “3” before me: Your teacher will support you as you work, but will not take away your opportunity to think &amp; investigate for yourself.</i></p> <ul style="list-style-type: none"> <li>- Your 1<sup>st</sup> resource for learning is your team. If you have a question about your work, ask your teammates 1<sup>st</sup>.</li> <li>- If your team is stuck, then your <i>Resource Manager</i> will represent you in getting the teacher’s attention &amp; asking your team’s question.</li> <li>- If you have a question that is not relevant to the topic at hand, please wait until after class to speak privately with the teacher. If it is an emergency, however, raise your hand showing 3 fingers and the teacher will respond to you as soon as possible.</li> </ul>
<p><b>5. Getting Your Attention (Normal Circumstances)</b></p> <ul style="list-style-type: none"> <li>- TTW* raise hand.</li> <li>- TSW* “Mirror Me” &amp; get quiet. (This should take ≤ countdown of 5.)</li> <li>- TTW begin speaking.</li> </ul> 	<p><b>6. Getting Your Attention (Immediate Circumstances)</b></p> <ul style="list-style-type: none"> <li>- TTW say: “Clap if you can hear me.”</li> <li>- TSW clap, get quiet, &amp; make eye contact with teacher.</li> <li>- This should take ≤ 2 rounds. TTW begin speaking.</li> </ul> 

\* TTW: “The Teacher Will”

TSW: “The Student Will”

## 7. Homework

To refresh, sharpen & maintain your skills, you will have regularly-assigned homework. You will be graded on the merits of your efforts. You will receive full credit for working all problems & showing all steps, whether or not you have the correct answer. (See rubric for details.)

- After entering room & taking your seat, take out your HW/BU Log & open your HW notebook to current assignment. TTW check your HW & stamp your log as you are working on daily Boot-up work.
- Turn your HW Log in for grading entry on Fridays.
- Except in the event of excused absences, late HWs will not receive credit.

*Note 1:* HWs must be submitted complete & on-time to receive full credit. (See rubric for details.)

*Note 2:* For HW help, go to:  
[www.cpm.org/students/homework/](http://www.cpm.org/students/homework/)

## 8. Classwork / Participation

Participation does not necessarily mean raising your hand to ask questions or make comments; what it means, is: are you putting forth your best efforts to complete the assignments, learn the material, and contribute to your team and the class? So, as in Homework, you will be graded on the merits of your efforts. You will receive full credit for staying on-task during class.

If you are doing anything other than following the specific expectations for the assignment – i.e., having your head down on your desk, having conversations that are unrelated to the classwork, or horsing-around – then you are off-task, and will receive a classwork grade commensurate with your efforts. (See rubric for details.)



## 9. Electronic Device Usage

A car traveling at 60 mph travels roughly the length of a basketball court – 100 feet -- in 1 second.

There's a reason texting while driving is illegal: it's *distracts* you from your true purpose (driving) and is therefore *dangerous* – to you, and others.

Likewise, unauthorized electronic device usage during instructional time distracts you from your true purpose – i.e., learning the material you need to know to graduate.

Therefore, there is a 0 tolerance policy in the classroom for unauthorized electronic device usage. If you choose to use an electronic device in the classroom at an unauthorized time, then you have also chosen to have your device confiscated in accordance with DCSD policy. (See pages 5 & 6 for details.)

## 10. Moving Around the Room

- First ask for Teacher's permission.
- Do not ask during a classroom discussion (while someone else is speaking) unless it is an emergency.

## 11. Turning in Papers (Group Set-up Procedure)

- Place your team's papers in 1 stack on the corner of the aisleway desk.
- A designated classmate or I will come by & collect all stacks.

## 12. Use of School Materials

*Take good care of your tools, & they will take good care of you:*

- Maintain all classroom materials & equipment in good condition.
- Use proper materials & equipment, & only in the manners in which they were designed to be used.
- Return all materials & equipment to their assigned places.
- *Resource Managers* will take inventory & ensure that the above procedures are followed.

## 13. Nourishment

In this classroom, you will receive a feast of knowledge with which to feed your mind and spirit. What you will *not* receive in this room – nor are you to bring here – snacks or drinks of any kind.

Please reserve your bodily nourishment rituals for the proper venue – the cafeteria.

The deal is, don't eat or drink in my classroom and I won't teach in your kitchen...

## 14. "Clocking Out": Class Dismissal

- The teacher dismisses you, not the bell.
- Please wait until teacher gives you the signal prior to packing up.
- Wait until the teacher finishes & officially dismisses you with: "*Have a great day!*"



## 15. Professional Pride

The administration of this organization take great pride in having the best students in the state make sojourns in this classroom during their academic journeys. The teacher is looking forward to working with & getting to know each & every one of you.

Welcome to Geometry class -- let's have a successful & enjoyable year!

## CELL CELL



Following is an excerpt from the official DCS policy book regarding use of cell phones in school:

### CONFISCATION

Students are only allowed to use electronic devices as instructional aids with the teacher's permission & supervision. Unauthorized use of electronic devices disrupts the instructional program & distracts from the learning environment. The building administrator & his/her designee may seize electronic devices if they are used

during times not permitted. If a student refuses to give his/her electronic device to the administrator or his/her designee upon request, this will be viewed as insubordination & the appropriate consequence will apply.

**It is a policy with which I agree and by which I abide because of the reason stated above and which has been discussed in class. To avoid this situation, I will collect your phones at the beginning of class & return them to you at the end of class. If, however, you have your phone out during class without my express permission, your phone will be taken up in accordance with DCSD policy.**

### LCHS Discipline Code

#### 2-7 Cell Phones

- 1st/2nd Violation – Verbal Warning w/ confiscation of phone in Main Office until end of day
- 3rd Violation – Mandatory Parent Conference (MPC) w/ confiscation of phone in Main Office until parent/guardian retrieves it
- 4th Violation – ALC (3 days) w/ confiscation of phone
- 5th Violation – ALC (5 days) w/ Behavioral Plan

\* Refusal to give up phone – 2-3 & 2-7. Consequence: Suspension (3 days)

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I, \_\_\_\_\_ understand that I have violated the DCS policy regarding electronic device usage, and that my device may be confiscated by school staff and turned in to the office. I further understand that, if turned in to the office, administrative officials may

then decide how and when my device may be returned to me. (This may include having parents come to the school to retrieve the item.)

**I further understand that, by turning in my device to the teacher at the beginning of class, he will return it to me at the end of class, thereby avoiding the issue of confiscation altogether.**

I further understand that, if a violation of this sort happens again, my device will – per official DCS policy -- be turned in to the office for handling by administrative officials.

\_\_\_\_\_

Student Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

\_\_\_\_\_

Parent / Guardian Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date