August 5, 2015

Dear Parent/Guardian,

I am writing to introduce myself as your child’s World Geography teacher at Edna Karr High School. My website is clarkkarr.weebly.com. I invite you to check it thoroughly and often.

Originally from Madison, Wisconsin, I have a Bachelor’s of Science in Secondary Social Studies education from the University of Wisconsin-Madison. I taught at Malcolm Shabazz City High School in Madison, Wisconsin before settling in New Orleans on the lovely Westbank. Geography and a love of knowledge of the world is a passion of mine that I hope to pass along to my students. This is my third year teaching at Edna Karr High School. This semester, we will cover the earth in space, the organization of the globe, and the impact of physical on humans in the main regions of the world.

**Materials needed for class**

* A three-ring binder with pockets- no more than 2 inch is necessary
* Loose-leaf paper for the binder
* Dividers- at least 5
* Page covers
* Black pens
* Pencils
* A set of color pencils
* A ruler
* Headphones – they will need to have them in class every day

**Classroom Expectations:**

**Be on time**

**Be Prepared**

**Respect your classmates and teacher**

**No Cellphones**

**Hall Passes are required to leave the room**

**Absence Policy**

The materials for the missed day will be available for student retrieval in the Student Center area of the classroom.

***Students are responsible for looking on the website for day they missed and to complete work for the day that they were absent.***

A student has three days after they return from an absence hand in their late material to earn full credit. After three days they will earn half credit; after five days they will earn a zero.

**Academic Honesty**Karr students are expected to complete all assignments/tests/quizzes/projects honestly and with integrity. I take academic honesty very seriously and consequences for dishonesty will affect student grades. The full academic honesty policy can be found in the Student Handbook.

Grading Scale:

A 93-100

B 85-92

C 75-84

D 67-74

F 66 and below

**Grade Weights**

Daily Classwork and Participation – 25% of final grade

Quizzes- 25% of final grade

Tests and Projects- 25% of final grade

Midterm and Final Exam- 25% of final grade

**Meditation and mindfulness training in the classroom**

In order to reduce student stress and promote relaxed focus, the students in this class will do 5-10 minutes of meditation at the beginning of the class period. This simply means that they will silently close their eyes and find a mindful, still, quiet place in themselves before beginning instruction and activities. Research has shown that this practice can improve focus, self-regulation and decrease stress and anxiety. Please contact me with any concerns or questions or consult my website for links and information.

**Notes on films and recording:**

Some of the documentaries are chosen for the class are rated NR (not rated), and some films are rated R. I assure you that all of the films in this class have been selected for the quality of the educational content. Feel free to contact me with any concerns in this matter.

Video and pictures may be taken in the class (generally by the students) for the purpose of projects on various topics for in-class use only.

**To contact me**

If you would like to speak to or meet with me, please call the school office at 302-7135. You may also reach me by submitting a form on the Contact Me tab of the website or by email at maureen.clark@inspirenolaschools.org. I respond more quickly to email (via email address or web form).

 I look forward to meeting you and working with you and your child throughout the semester.

Sincerely,

Ms. Maureen Clark

Please fill out and sign this page. It is to be returned to me by August 10th and is worth a quiz grade.

I agree to the classroom policies and procedures outlined above:

Student’s name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent/Guardian name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_