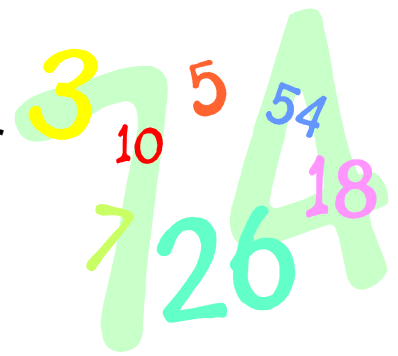




Ms. Reichardt, Algebra Teacher
Smith Junior High School
Room 300
480-472-9938



Dear parent or guardian,

I would like to tell you about what your student will be doing in Algebra this year and how you can help your son or daughter succeed. Also, below is the class syllabus each student was given in class which states the **materials needed for class** along with **class rules and procedures**.

I am normally available in my classroom each day by 8:00 am and after school from 3:40 to 4:00 pm. Please feel free to come by Room 300 or call the number above anytime.

GOALS for Algebra are: 1) To demonstrate competency with the Arizona State Standards. 2) To prepare for the district tests given in the winter and spring. 3) To meet or exceed the Algebra goals. 4) To be prepared for success in Geometry and high school next year.

OBJECTIVES or what we will be doing to reach these goals include:

- ▶ The Algebra curriculum at Smith Junior High is based on the five strands in the state standards: 1. *Number Sense*, 2. *Data Analysis and Probability*, 3. *Patterns, Algebra and Functions*, 4. *Geometry and Measurement*, 5. *Structure and Logic*. The Algebra program is one that is innovative and progressive with an emphasis on meeting and exceeding the state standards. Students will focus on each strand during a given timeframe which has been established by the team of Algebra teachers.
- ▶ **Please note....this is where you can help your son or daughter.**
To be success in algebra, students need to:
 - Be in class every day.
 - Be on time to class.
 - Bring their materials.
 - Do their assignments making sure that all work is shown.
 - Follow classroom rules.
 - Have a 3-ring binder just for math.

Help your student:

TURN ON to school by being focused, disciplined and respectful and **TURN OFF** the electronics during school and at night to get a good night's sleep.

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Materials:

- Pencil – No. 2 (Students may use only a pencil for math)
- Erasers
- Binder for MATH with paper or composition book for notes
 - Sections for:
 - assignments
 - notes
 - work to turn in
 - work graded and returned

Daily Assignments:

Daily practice is an essential part of mathematics education. Time is given each day to work on assignments. If a student does not finish during class, the assignment is then considered homework. Completed assignments are due at the beginning of each class. A completed assignment is one in which all problems have been attempted and all work has been shown. Any assignments missed due to an absence need to be made up. Students are allowed two days for each day absent.

Assignments/Homework:

- Will be assigned daily. Be sure to write down the correct assignment.
- Must be **complete** and have **all work clearly shown** in order to receive full credit.

Grading:

- Quizzes and Tests = 70% of the final grade
- Homework = 20% of the final grade
- Attendance and participation = 10%
- Grades will be posted in planners each week
- Progress reports will be sent home at least once during each quarter

** Make up quizzes and tests will be at the discretion of the teacher

Overall grades will be given as follows:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59% or lower

CLASSROOM RULES – NOT SUGGESTIONS!

1. Respect the rights of others.
(*i.e., the right to be safe, to learn, to be treated fairly and with respect*)
2. Take responsibility for your actions.
3. Follow directions.
4. Stay focused and on task in class.
5. Listen when your teacher is talking.
6. Raise your hand to speak or to leave your seat.
7. Do not interfere in anyone else's learning.
8. **ABSOLUTELY NO: gum, food or drinks, hats, profanity, fighting, defiance, rude comments, bullying, cheating, personal grooming in class, cell phones, or other electronic devices. If I see or hear any electronics, I will take them and turn them in to the office.**

CONSEQUENCES

1. **First offense:** Warning.
2. **Second offense (one of the following depending upon the offense):**
Moved to a different seat, respect questionnaire, time out, or detention.
3. **Third offense:** Parent notification. Behavior contract
4. **Fourth offense:** Parent notification and conference. Behavior contract.
5. **Fifth offense:** Referral to the Vice Principal.

PROCEDURES

- Be in your seat when the bell rings.
- Bring your math binder for taking notes for MATH, a pencil, and your completed homework.
- Sit in the same seat daily unless assigned a new one.
- Follow directions the first time they are given.
- Complete all assignments.
- Take notes and copy examples.
- Stay organized.
- Focus and make an honest effort to understand the concepts. Ask questions.
- Write down the homework assignment.
- On all assignments include: **YOUR NAME, DATE, PERIOD**

DURING THE FIRST 3 MINUTES OF CLASS

- Take out your materials and begin working on the bell work or warm up problems.
- Sharpen your pencils.
- Look for any special instructions on the whiteboard up front.