

Dear Parent/Guardian,

It is a pleasure to have your child in class. I fully believe education is a joint venture between the student, the teacher, and the parent. This letter is intended to help you become part of the education process by identifying expected responsibilities.

Student responsibilities:

1. Bring supplies and your textbook to class every day. You will need plain three hole notebook paper, graph paper, a 1" three ring binder, calculator (graphing) and a pencil, preferably a mechanical pencil.
2. Take notes, ask questions, complete daily assignments, and keep a notebook.
3. Be an active learner and participate in class projects, discussions, investigations, etc.
4. Attend class and be on time.
5. Have your parent/guardian sign your grade reports and return them to the instructor.
6. Earn 70% or higher (both quarters) to be able to advance to calculus.

Parent responsibilities:

1. Encourage your child to be an independent learner.
2. Encourage them to seek help when they need it. They can do this by asking questions, scheduling extra help sessions, asking for a review of material, etc.
3. Encourage excellent attendance.
4. Look at, discuss and sign the grade reports. A grade report will be sent home after every test or assessment of a unit has been completed. (about 7 school days)
5. Call if you have concerns or questions, 276-5870, extension 5939. If you want grade reports sent directly to your home, send self-addressed stamped envelopes to me (about 6 per quarter) and I will mail the reports directly to you.

Teacher responsibilities:

1. Teach precalculus (theory and application).
2. Address state mathematics standards.
3. Encourage your child to be the best math student he/she can be.
4. Practice organization skills on a daily basis.
5. Teach and expect students to write work in a format that is orderly and readable.
6. Maintain a safe and structured classroom.

Again, if you have questions or concerns please feel free to contact me.

Instructor's signature

Date

Parent/guardian signature

Date

Student signature

Date