

Dear Parents,

I am looking forward to meeting each of you, and I hope that we will have a great year in Algebra 1! There may be times throughout the year when you and I need to communicate. I prefer to use email (hughes\_je@mtnhomesd.org) because I feel it is more convenient for both of us. Please be sure to fill out the form at the bottom of this page in case I need to contact you.

This year, the high school will continue to incorporate the Common Core Standards into our existing math program. We will still be using the Saxon Secondary Mathematics books as the foundation, but will augment with additional materials. The most unique feature of the Saxon textbooks is that previously covered concepts will continue to resurface in the homework and tests, so that students retain more of the knowledge they have acquired.

The “down” side of the Saxon program is that students who do not keep up with the daily lessons find it very difficult to catch up later in the year. For this reason, I cannot stress enough the importance of doing homework every day. It is sometimes difficult to convince students how vital this is, partly because the majority of their grade (75%) is based on their test scores. The homework only counts for 20% because that is where students are expected to make mistakes and learn from them. If they put in the time on their homework and seek help when having difficulty, they should have mastered the concepts by test time.

For the most part, we will cover one new lesson each day with homework questions every day. Each weekend, I enter assignments for the upcoming week into Power School, so parents and students always know the assignment for the day. We start each class by correcting the previous night’s assignment, so homework must be ready to turn in at the start of class. Students have one day to turn in late assignments for half credit. After correcting the assignment, we take a few moments to rework some of the more difficult problems on the board before starting the new material. If a student is still having trouble after that, he/she would be wise to come in for extra help.

I am here to facilitate students' learning, and I believe that includes helping them take responsibility for their own education. I am available for extra help after school on Mondays and Thursdays; anyone is welcome to come in then. I also conduct evening help sessions at the Mountain Home Public Library on Tuesday evenings 6:20-7:20. Please feel free to contact me if you ever have any questions.

Sincerely,  
Mrs. Hughes



\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
parents' email address

Parents' telephone number (\_\_\_\_\_). This is a (home / work / cell ) phone.

The best time to call is \_\_\_\_\_  
It ( is / is not ) okay to leave a message regarding your child at this number.

## Recommended School Supplies for Algebra 1

All students will need:

- notebook paper (wide or college ruled)
- 1 spiral-bound notebook (**not** a 3-ring binder)
- erasers
- pencils and lead (mechanical pencils are best) *No erasable pens*
- 1 calculator

***Students will not be allowed to use cell-phone or iPod calculators!!***

## Class Procedures in a Nutshell

### Class Rules

- 1) Enter this room quietly, on time, and prepared to learn.
- 2) This is a learning environment. Treat the people and things in this room with respect.
- 3) Stay on task and allow others to stay on task.
- 4) Beverages belong in bottles with caps; food and candy do not belong here at all.

### Hall Passes:

Each student gets 4 passes per quarter.

They may be used to go to the office, the bathroom, or the student's locker.

If you leave, you are still responsible for accomplishing the assigned work in the given time, so you should keep your out of class time to a minimum.

Once you have used your four passes, you will not be allowed to leave for any reason until next quarter, so choose wisely.

### Late Assignments:

Assignments are due when the class *begins* to correct them – students may turn in late assignments one class day after the due date for 50% credit (student excused absence is the only exception).

### When You Are Absent

You are responsible for finding out what you missed and making it up.

You have 2 school days (up to one week) for each day you were absent to make up the assignment for full credit.

If you have trouble with the lesson you missed I will be happy to give you some extra help after school.

### Copying:

If I find a student copying another student's work, **both papers will receive a zero.** There are no second chances. Copying someone else's work is dishonest. Allowing someone else to copy your work is also dishonest. Don't do it. Don't leave your work unattended.

### Preparedness

Every student should come to class ready to learn every day. Bring lined paper, a pencil, math book, notebook, and homework.

### Classroom Disruption

**No student has the right to interfere with the learning of another student**

Students who disrupt the class or refuse to participate in assigned activities will be sent to the vice principal.

### Grading System

75 % – Tests

20 % – Daily Assignments (Homework)

5 % – Citizenship & Notebooks

There are no “do-overs” on tests and no extra-credit, but I do drop the lowest test grade.

### Citizenship & Notebook Grade

Citizenship grades are based on two criteria:

1) Returning periodic progress reports with parents’ signatures.

2) Classroom citizenship, reflecting classroom behavior and work ethic.

Notebook grade is based on taking & keeping notes in a spiral notebook

### Student Guidelines for Success

- 1) Accept responsibility.
- 2) Be prepared to learn every day.
- 3) Treat yourself and others with respect.
- 4) Remember that your integrity is priceless and in your own hands.
- 5) Always do your best.
- 6) Seek help when you need it.