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Summer 2016

Dear Parents and Students,

Thank you for your interest in taking math classes. The cost of all classes is \$15 per session per student if there are 4 or more students in the class and \$20 per session per student if there are 2-3 students in the class. There will also be a one-time non-refundable \$10 registration fee due by the first class. I have been asked about parents and siblings auditing the class. Yes, siblings (with prior special permission) and parents may attend for \$8 per session per person. If parents attend, arrangements must be made for any other children not enrolled in the class as there is no baby-sitting provided. The above mentioned fees are due on the first day of class each month. Please do not get behind in your payments as I also have expenses to meet. If payments are not made by the second class of the month, your child will not be allowed to attend class until payments are caught up.

This year's schedule is as follows:

Class Offered	Place	Day of Week	Time
Algebra I	FBCN (room TBD)	Wednesday	9:30-11:30 a.m.
Algebra II	FBCN (room TBD)	Wednesday	11:40-1:40 p.m.
Pre-Algebra	FBCN (room TBD)	Wednesday	1:50-3:50 p.m.

Classes start September 14.

Scheduled Class Breaks:

Thanksgiving Break	Christmas Break	Spring Break
November 23	December 21 and 28	TBD

Please be prompt with your arrivals and departures. Your late arrival will be disruptive to the class. If you are late in picking up your student, this inconveniences the church staff which is trying to get the facilities ready for other activities. If you are more than 15 minutes late, a fee for my baby-sitting services will be charged (\$10 per 15 minutes). The student must stay in the classroom with me - not downstairs, not outside, not anywhere else in the church as students have been left in my care until they are picked up by the parent or caregiver. I will not leave your child at the church because that child is not the church's responsibility. If you arrive at the church and your child and I are not there, please call my cell phone (757-478-6886) to find out where I am. Your child will be with me and my baby-sitting fees still apply.

No children (under 18 years of age unless they drive themselves to class) are to come into the building unless they are with you. This means that YOU must come to the class with your child to drop them off and pick them up. (If someone other than yourself will be picking up your child, please let me know in advance.) Parents, please make arrangements to leave the church grounds during class time. Do not hang around the church during class time as arrangements have not been made for extra rooms and the church doesn't allow anyone to roam the hallways.

Parents, please discuss proper **classroom behavior** with your child/children prior to the first class. If your student is disruptive, they will be warned and you will be advised of the situation. If they continue to be disruptive they will not be allowed to complete the course.

Dress code is an issue that I would rather not deal with, but . . . let me just make a few comments. Boys, I'm not afraid to use duct tape if your pants are hanging too low. Girls, I will bring some T-shirts that cover you.

Bottom line, please dress modestly and don't show us anything you may be embarrassed about me telling you that I don't want to see.

Class Structure – We will need to cover 3-4 sections each class period in order to finish most of the book by the end of April. (I'm sure you all know that we must be finished by then because of my testing schedule.) This means that students are responsible for making up any work missed. Algebra 1 and 2 will take-home tests and a final exam. Pre-Algebra will have take-home quizzes and tests and well as exams.

I grade on a 10 point grade scale (i.e. 90-100-A, 80-89-B, etc.). Although some time will be allotted during each class, students are expected to do quite a bit of the homework assignments on their own. Whatever they have difficulty comprehending, they are expected to ask about it prior to the next class or call me to get council over the phone – DO NOT call the night before your class!

Parent responsibilities - Please make sure that your child's homework is complete and ready for the next class. A list of homework assignments will be given to your child. "Complete homework" means that all of the assignment is done and each problem shows the original problem, all work is shown, and an answer is given. (Please use the Solutions Manuals to correct homework assignments.) Pre-Algebra will check homework in class.

Take-home tests and quizzes are to be administered by the parent. **Tests and exams are NOT open book/open notes.** Tests will be due within 2 weeks after they are assigned. Late tests will have a mandatory 10-point deduction. The only exceptions to this will be at the discretion of the teacher. The missed work is due at the next class the child attends. All work must be shown on tests. Points will be taken off for work not shown. Points will also be taken off for work done in ink. We will not alter the class schedule because of incomplete or missed homework assignments. Please make sure your student has all necessary class materials to insure that they can successfully participate in class.

Student's responsibilities - Show up to each class prepared (see below). All homework and tests must be completed and turned in on time. They must be in pencil and all steps (except scrap work) and the final answers must be shown. Points will be taken off for work not done in regular pencil, not shown, and/or turned in late. If you do not understand how to do a particular problem, it is your responsibility to get with me before, during, or after class. Please call me between classes if any problems should arise – NOT on the evening before your class. We will not hold up the progress of the class because you are not prepared. Please be on time for class. Help your parents in this matter by getting things ready for class the night before and helping your sibling(s) get ready on time. Make sure that you are dressed appropriately.

Class Supply List:

Class	Textbook	Rental	Supplies
Pre-Algebra	<u>Pre-Algebra</u> , Bob Jones Univ. Press 1 st Edition ISBN 1-59166-639-2 (soft cover) ISBN 0-89084-762-2 (hardback)	\$20 with a portion refunded upon return	Notebook, sharpened pencils with erasers, a protractor, and a great attitude and willingness to learn.
Algebra I	<u>Algebra I: A Fresh Approach</u> , 2016 edition <u>Algebra 1 Even Problems Solution Manual</u> , 2016 edition	\$80 with a portion refunded upon return	Notebook, sharpened pencils with erasers, graph paper for Ch. 8, a great attitude and willingness to learn.
Algebra II	<u>Algebra II: A Fresh Approach</u> , ISBN 978-0-9845832-2-5 <u>Algebra II: Even Problems Solutions Manual</u>	\$80 with a portion refunded upon return	Notebook, sharpened pencils with erasers, TI-83, TI-83 Plus, TI-84 Plus, or TI-84 Plus Silver graphing calculator and manual. (If you have a friend taking the same class, you may want to purchase the same kind of calculator

			because same models can “talk” to one another.)
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If you have any questions, please contact me at home (757-456-9659) or on cell (757-478-6886). Do not call the church since they are not my secretary and have no easy way of contacting me. Parents, please make sure your student reads this letter!

Sincerely,
Sarah R. Olbris