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Summer 2018

Dear Parents and Students,

Thank you for your interest in taking math classes. Listed below are the classes I will be teaching at New Harvest Christian Co-op (NHCC) which meets at Bethel Baptist Church on Elbow Road in Chesapeake. Each class will be held on Mondays **and** Thursdays – 1 hour each day. The cost of each class is also listed below. There will also be a one-time non-refundable \$50/family/year registration fee. This is required by the Co-op and pays for insurance fees. I will also require a \$15/class/year supply fee. The above mentioned fees are due on the first day of class each month. Please do not get behind in your payments. If payment is late by one week or more, a late fee of \$10 will be charged.

This year's schedule is as follows:

Class	Days	Time	Cost/month
Pre-Algebra	Mon & Thurs	10-11 a.m.	\$35
Algebra I	Mon & Thurs	12:30-1:30 p.m.	\$35
Geomerty	Not	This	Year
Algebra II	Mon & Thurs	11 a.m.-12 p.m.	\$35
Pre-Calculus	Thursday only	1:30-2:30 p.m.	\$40
Mechanical Drafting	Monday only	2:30-3:30 pm	\$40
Beginning Sewing	Thursday only	2:30-3:30 pm	\$40
Algebra I online	Tues and Friday	TBD	TBD

Classes start September 6. We will follow NHCC's schedule. Inclement weather schedule will be the same as Chesapeake Public Schools. This may mean that classes are missed. There will be no make-up days. If Chesapeake Schools are on a 1-2 hour delay, NHCC will also delay and the 1st and 2nd classes may be canceled. I will adjust the teaching schedule as necessary. Because of inclement weather and students needing individualized attention, I want all of my students to have access to Google Hangout. Please be sure to have an account setup at the beginning of the school year.

Scheduled Class Breaks:

Thanksgiving Break	Christmas Break	Spring Break	Last Class
November 22	Dec. 14 – Jan. 2	April 15-19	May 9

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. The student must stay in the classroom with me - 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 we are. Your child will be with me and my baby-sitting fees of \$10 per 15 minutes apply.

Parents, please discuss proper [classroom behavior](#) with your child/children prior to the first class. Please see NHCC's website. 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. **NHCC has a [dress code](#) that should take care of those issues and must be adhered to. Please check that out BEFORE any questions arise.**

Class Structure – We will need to cover 3-4 sections each week in order to finish most of the book by the beginning of May. This means that students are responsible for making up any work missed. All classes will have take-home quizzes, tests, and exams. These are to be administered by the parent. **Tests and exams are NOT open book/open notes.** Tests will be due within 1 week 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.

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, via text messaging, or [Google Hangouts](#) – DO NOT call the **night** before your class! (That tells me somebody waited until the last minute to do the assignment...)

Parent responsibilities

- 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.
- Parents will also be responsible for administering untimed, closed book tests and exams.
- Have a google Hangout account in place before the first class. This will be helpful for tutoring sessions and snow days.

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/text me between classes if any problems should arise – **NOT** on the night 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 (grey cover) 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> , by Christy Walters 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 I (online)	<u>Algebra I</u> , Bob Jones Univ. Press 3 rd Edition ISBN 978-1-60682-045-2	\$20 with a portion refunded upon return	Notebook, sharpened pencils with erasers, a great attitude, Google Hangouts account, and willingness to learn.
Geometry	<u>Geometry, A Fresh Approach</u> , by Christy Walters ISBN 978-0-9845832-4-9 <u>Solutions Manuel</u> ISBN 580010945976	\$80 with a portion refunded upon return	Notebook, sharpened pencils with erasers, great attitude and willingness to learn.
Algebra II	<u>Algebra II: A Fresh Approach</u> , by Christy Walters 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, graph paper, great attitude and willingness to learn. OPTIONAL (because we won't use them much): 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.)
Pre-Calc	<u>Straight Forward Math Series – Pre-Calculus</u> , published by Garlic Press ISBN978-0-9319-9353-4	\$20 (consumable)	Notebook, sharpened pencils with erasers, graphing calculator and manual (see Alg. II above), and a great attitude and willingness to learn.
Sewing	No textbook	N/A	Sewing machine, extra bobbins for that machine, sharp fabric scissors (large and small), ripper, tape measure, 6" ruler, pins, needles, supply container and a great attitude and willingness to learn. Fabric, thread and other crafting supplies depending on projects.
Mechanical Drafting	TBA - Not needed to start class	N/A	Drafting board, T-square, 1 large poster board (white), pencil, good eraser, erasing shield, 10" 30-60-90 triangle, 10" 45-45-90 triangle, great attitude and willingness to learn.

If you have any questions, please contact me at home 252-771-7181, office 757-456-9659 or cell 757-478-6886 (best). 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

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Please return this form and the non-refundable \$15 registration fee per child. Use one form per student.

Class for which you are registering _____

Student's name _____ Grade _____ Age _____

Parents' names _____

Address _____

City _____ State _____ Zip _____

Home phone _____ alternate or cell phone _____

Parent cell _____ student cell _____

E-mail address _____

Emergency contact _____

Google Hangout account _____

___ I have purchased a textbook (and solutions manual where required) for this class.

___ I need to rent a text book from Sarah. I understand that they are available on a first come, first served basis.

I have read, understand, and am willing to comply with the information in this letter.

Parent signature _____

Student signature _____

For office use only

PM _____ ck# _____ amt. _____ reg. _____ other _____