



Dear Parent/Guardian,

My name is Ms. Jaco and I will be your child's math teacher for the school year of 2011-2012. I thought I would take the time at the beginning of the school year and let you know what I will expect of my students and my rules.

The first information I would like to give you and your child, is that you can find any information about my class on the Lincoln High School website: <http://www.harcoboe.com/LincolnHighSchool/Faculty/jacokarli.cfm>. If your child misses my class they can go to this website to see what they missed. The bell ringers for each class will also be posted on the website. All quizzes and test dates will be posted on this website.

In my classroom I will be assigning homework every day. As you know we are starting a new schedule this year, therefore I will see your student every day now. Do not allow your child to tell you that they do not have homework in math, because it will be very seldom that I do not assign homework. The only time I will not assign homework will be the class before a test. I believe that in math you need practice, and without it, you may not understand the material we go over in class.

Every homework assignment will be a grade. I feel that if you do the work, you deserve credit for it. There will be times we will go over the assignment before I collect it, but it must be complete to get full credit. I do not give credit for just the answer. I must see work with all homework. I know the calculator can do the problem, but I want to see if the student knows how to do it. All assignments must be done on time. If your child misses a day of class they have a class day to make it up. However many days that they miss my class, they have the same amount of days to make the homework up. If they turn homework in a day late they will be graded at a 20% deduction. If it is two days late they will be graded at a 30% deduction and if they turn in it 3 days late, it is not a grade.

Every time we have a quiz or test I will keep the test in your child's own file. I have learned that by allowing my students to keep quizzes and tests after we have taken them it will allow cheating to happen. If you are interested in seeing your child's test you may call the school and I will make arrangements with you to see the quiz or test.

Every time we have class I will have a Bell Ringer on the board at the beginning of class and my students are to copy the entire problem and try the problem out before I begin class. After I take roll and take up homework we will go over the answer to the Bell Ringer. They are to keep the Bell Ringers in a folder so that when I collect them for a grade, they will have them all. They should get full credit on this assignment, it is an easy grade. I will collect the Bell Ringers after every fifth bell ringer. If you miss class, you must get the problem and answer off another classmate, or go to the website to copy the bell ringer with the answer to get credit for the problem.

I also have a NO Cell Phone policy, which is backed up by the administration. If they have their cell phone out in my class I will complete a Behavior Intervention Form (BIF).

In my classroom I will assign each student a graphing calculator to use during class. At the end of each class before the bell rings they are to put the calculator back in its designated pocket organizer. I will check at the end of class to make sure each calculator is collected. If your child's calculator comes up missing during class or becomes damaged during class it is their responsibility to replace it. They must treat these calculators with care because I only have one classroom set.

In my class you will receive extra credit by your own terms. I will allow you to leave my classroom a total of 3 times within each six weeks. That includes going to the restroom, going to your locker, seeing another teacher, or to the office. I will not allow my students to walk the halls and miss a lesson. If the student leaves no more than 3 times within the six weeks, they will receive 10 extra credit points towards their grade.

Also each one of my students will start each six weeks with 100 participation points, which will follow them throughout the class. Meaning your child has a 100% at the beginning of each six weeks. If your child wants to keep these points he/she must come to class prepared, not be disrespectful towards me or a peer, pay attention during class (don't sleep), and participate during class. It will be their responsibility to keep the 100 points.

The last information I will give you and your child is that if they return the bottom of this letter, signed by themselves and their parent/guardian, letting me know that you read this I will give them 10 points to start out. Your child must turn this back to me within the week to get the 10 points. It is a grade and if they don't bring it back it becomes their first zero. Please try and keep this letter so you can refer back to it when needed.

I am always available through Live Grades if you have any questions or concerns about your child's grade.

Thank you for your time,

Ms. Karli Jaco



Please Sign this bottom sheet and return within the week.

Parent/Guardian

Date

Student

Date

