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Dear Parents and Students,

Thank you for your interest in taking the upcoming Pre-Algebra, Algebra I, Geometry, Algebra II, and Advanced Math classes. Classes will be held Mondays or Wednesdays (depending on the course) at First Baptist Church of Norfolk in room 310. The cost of all classes is \$12 per session per student. 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 \$6 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 will be different from last year's schedule. On Mondays this year, Pre-Algebra will be from 10 a.m. to 12 p.m. and Geometry will be from 12:15 to 2:15 pm. beginning September 12. On Wednesdays, we will have Algebra I from 10 a.m. to 12 p.m. and Algebra II from 12:15 to 2:15 p.m. beginning September 14. Advanced Math will meet at my home but the day and time have yet to be determined. 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, you may pick them up at my home - 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** to drop off or pick up your child that is attending this class. 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.) Please make arrangements to leave the church grounds during class time. Parents please 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.

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. We will have take-home quizzes and tests. We will have semester exams during the year. 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 Thursday through Monday. (No calls on Tuesdays please.) I will also try to have a study group at my home each week - usually on Thursday or Friday from 7-9 p.m. The day of the week and time will vary depending on my family's schedule and will be announced weekly.

**Parent responsibilities** - Please make sure that your child's homework is complete and ready for the next class. (For Pre-Algebra and Algebra I, you do not have to correct it. For Geometry, Algebra II, and Advanced Math please use the Solutions Manuals to correct homework assignments.) 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.

Take-home tests and quizzes are to be administered by the parent. The quizzes may be open book/open notes, but the **tests are not to be open book/open notes**. Tests will be due within 2 weeks after they are assigned. Late quizzes and tests will have a mandatory 10-point deduction. The only exceptions to this will have to do with absences due to illness (or with prior notice from the parents) and 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 and quizzes. 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, quizzes 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, work not shown, and/or work 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 Tuesdays. 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.

When students come to the class, they are expected to have with them:

For Pre-Algebra - (**NO CALCULATORS!** except for part of Ch. 14.)

1. Text book – Pre-Algebra for Christian Schools © 1994 by Bob Jones Univ. Press (Teacher's Edition is optional for parents use only.) Several textbooks are available which may be rented through Sarah for \$20 and \$10 refunded when returned in good condition.
2. Notebook (spiral bound or loose leaf paper in a binder)
3. **2 sharpened** pencils with an eraser (ink pens are unacceptable)
4. Protractor and compass will be needed for Ch. 11.
5. A great attitude and willingness to learn

For Algebra I - (**NO CALCULATORS!** except for part of Ch. 10.)

1. Text book - Algebra for Christian Schools by Bob Jones Univ. Press, 2<sup>nd</sup> Ed. (Teacher's Edition is optional for parents use only.) Several textbooks are available which may be rented through Sarah for \$20 and \$10 refunded when returned in good condition.
2. Notebook (spiral bound or loose leaf paper in a binder.)
3. **2 sharpened** pencils with an eraser (ink pens are unacceptable)
4. A great attitude and willingness to learn.

Geometry

1. Textbook – Geometry, Applications and Connections by Glenco/McGraw-Hill, 1993 Ed. ISBN 0-02-824000-6 (Text and solutions manual may be rented through Sarah for \$40 and \$20 refunded when returned in good condition.)
2. Solutions Manuel for Geometry, Applications and Connections, Glenco/McGraw-Hill, 1993 Ed. ISBN 0-02-824010-3
3. Notebook (spiral bound or loose leaf paper in a binder.)
4. **2 sharpened** pencils with an eraser (ink pens are unacceptable)
5. Calculator with trig. functions - This calculator will not be needed until Ch. 8. (If you are planning to take Alg. II, you may consider investing in a TI-83, TI-83 Plus, TI-84 Plus, or TI-84 Plus Silver graphing calculator as it will be needed for that class. See #5 under Algebra II.)

6. A great attitude and willingness to learn.

### Algebra II

1. Textbook – Algebra II by Glenco/McGraw-Hill, 1998 Ed. ISBN 0-02-825178-4 (Text and solutions manual may be rented through Sarah for \$50 and \$20 refunded when returned in good condition.)
2. Solutions Manual for Algebra II by Glenco/McGraw-Hill, 1998 Ed.  
ISBN 0-02-825152-0
3. Notebook (spiral bound or loose leaf paper in a binder.)
4. **2 sharpened** pencils with an eraser (ink pens are unacceptable)
5. 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.)
6. A great attitude and willingness to learn.

### Advanced Math

1. Textbook – We will be using a variety of consumable textbooks. \$20 will cover the costs for the year. I will be responsible for acquiring the texts.
2. Notebook (spiral bound or loose leaf paper in a binder.)
3. **2 sharpened** pencils with an eraser (ink pens are unacceptable)
4. 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.)
5. A great attitude and willingness to learn

Monday classes will not meet on Dec. 26 and Jan 2. Wednesday classes will not meet on Nov. 23, Dec. 21 and Dec. 28. Classes will continue on Wednesday Jan. 4 and Monday Jan. 9. If we are to miss any other classes in 2011-2012, I will let you know as soon as possible. Spring break will happen sometime in March while I am testing in Hawaii. The dates have not been determined yet. I will try to be finished with classes by the last week of April due to testing beginning in May.

If you have any questions, please contact me at home (456-9659) or on cell (478-6886). Do not call the church since they are not my secretary and have no easy way of contacting me. I look forward to seeing each of you bright and early in class on Monday September 12 or Wednesday September 14.

Parents, please make sure your student reads this letter!

Sincerely,  
Sarah R. Olbris