Dear Parents and Guardians,

I hope everyone had a restful and enjoyable Christmas break filled with quality time with family and friends. As we return to school, I want to take this opportunity to welcome students back and reinforce some important classroom procedures and expectations for the new semester.

**Grading Updates**

I will begin grading assignments using a simple points system. For example, a score might look like 24/25. The following grading procedures will be in effect for all assignments:

1. **Late Assignments:** Any assignment not turned in on time will receive a **50% reduction** in the grade.
2. **Notes Submission:** Students are required to turn in their classroom notes with the assignment for that lesson. Failure to include notes will result in a **2-point reduction** from the grade.
3. **Showing Work:** Students must show all work for each problem. Failure to do so will result in a **3-point reduction** from the grade.
4. **Redo Assignments:** Redo opportunities will be allowed on a case-by-case basis. Eligible assignments must:
   * Have been completed and turned in on time.
   * Include the required notes and work pages.
   * Received a failing grade.

I will stamp eligible assignments with "Correct & Return" along with a due date. Students will have **one week** to complete the redo, and I will average the original grade with the redo grade for their final score.

**Classroom Procedures**

Students are expected to:

* + Be in the classroom, seated, and prepared with all supplies by the time the tardy bell rings. **Students not in their seat when the bell rings will be marked tardy.** After **3 tardies in any class**, students will be issued a before- or after-school detention.
* Bring the following supplies to class **every day:**
  + Math binder
  + Math workbook
  + Pencil (**Note:** I will provide the remaining pencils from the initial supply, but students will need to bring their own once these are gone.)
  + Notes from the previous day or completed assignment if the student did not finish their assignment within the given class period.
  + A page showing all work for each problem
  + Their own calculator (**Note:** Students will no longer be allowed to borrow a calculator due to damage sustained earlier this year.)

**Important:** Students will not be permitted to leave the classroom after the tardy bell rings, as this privilege was abused during the first semester.

**Assignment Submission**

Assignments must be submitted with the following items, unless otherwise instructed:

1. The worksheet on top.
2. The work page showing all calculations for each problem.
3. The notes for that lesson.

Additionally, all assignments must include:

* The students’ **first and last name.**
* The **hour** they have math.

Failure to include this information will result in a reduction in the grade. These guidelines are posted on the whiteboard and near the buckets where assignments are submitted.

**Absences**

It is the student’s responsibility to ask for and collect all assignments that were missed due to an absence. The following procedures will apply:

* Students will have the **same number of days they were absent** to complete make-up work for appointments or illnesses.
* For absences due to school functions, students are required to ask for assignments **before the day of their absence,** and all work will be due upon their return.
* Any missing notes must be copied before returning to school. All notes are posted on Google Classroom at the end of the day after the lesson is completed.
* Assignments, deadlines, and tests announced **prior to the absence** will be due upon the student’s return to school.

A **weekly agenda** is posted on the board at the start of each week for reference.

Thank you for your support in reinforcing these expectations at home. I will be sending home a copy of this email for parents/guardians, as well as the students, to sign. If you have any questions, please don’t hesitate to reach out. I’m looking forward to a great semester of learning and growth with your students!

If you have any questions or concerns, please do not hesitate to reach out.

Thank you,

Mitzi Scott

Disclaimer: This syllabus is subject to change should unanticipated events merit it.

**(Keep the Above Section)**

***\*\*Please sign and return this bottom portion to Mrs. Scott on or before January 13th, 2025.***

**Parent/guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Students’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If necessary, please include any update or change of email, address, or phone number.**