*“The mission of Saint Mary Help of Christian Catholic School is to prepare the way with a high-quality education in the caring spirit of the Beatitudes.”*

September 1, 2020

Dear Parent/Guardian,

Although I’m entering my 38th year of teaching, I don’t think I’ve ever been this excited to start a new school year! I have really missed seeing my students every day and enjoying my time interacting with them. As we begin our school year under these very unusual circumstances, please remind and encourage your student to be diligent in wearing a mask, washing/sanitizing his/her hands often and maintaining as much social distance as possible. My concern for your child is not only his/her success in math but good health and safety as well.

I would like to make you aware of policies and procedures in my classroom. Please read the information carefully so that we can have a positive and successful year.

***GRADING***

Students are graded in three categories:

***Homework – 15%***

***Classwork – 40%***

***Tests/Quizzes – 45%***

I generally assign homework two to three times a week. This may vary depending on the content of the material. Once per quarter, students are given a “pass” on homework. If he/she forgets, loses, or chooses not to do the homework, the pass may be used. After the use of that pass, a zero is assigned for missing homework. Homework is graded for accuracy. I make a conscious effort not to assign homework that I feel students are not ready to complete with little assistance. My intentions are that homework is not given on Friday.

Classwork is generally completed in class. Sometimes, due to time constraints, students may need to finish it at home. I do my best to only send students home with one assignment to complete. If classwork has to be completed, I would not assign an additional homework assignment.

Tests are assigned at the end of each chapter. Occasionally, I assign take home quizzes which count as a test grade. Students are allowed to use their notes, book, and/or parents for assistance. After each chapter test, a vocabulary test and notebook test are given. These are golden opportunities for a good test grade.

When a student is absent, it is his/her responsibility to complete any missing work within a reasonable period of time. I’m glad to work with students on a time frame if necessary. Students are given at least two days notice for tests. Homework assignments and tests are posted on the whiteboard at the front of my room. It is the student’s responsibility to write down assignments.

***BINDERS***

I ask that students have a one-inch three ring binder with loose leaf paper and four subject dividers to be labeled as follows: notes, homework, classwork, and tests. Being organized and taking good notes is good preparation for the future.

Students are asked to bring their textbook, notebook, and workbook to class daily.

***DISCIPLINE***

The following steps apply to minor infractions. Major infractions are subject to immediate office referral.

1. Warning to the student
2. Warning to the student
3. Parent contact
4. Parent contact
5. Office referral

Thank you so much in advance for your support. If you have questions or concerns, please email me. ***I will have additional help before school each Wednesday morning at 7:00.***  If your student comes for help, please remind them to check in with Mrs. Welsh before coming upstairs to my room. I am looking forward to a great school year!

Sincerely,

Sue Whisenant

[swhisenant@stmaryschoolaiken.com](mailto:swhisenant@stmaryschoolaiken.com)

803.649.2071

**Please retain the previous pages for your reference. By signing below, you and your student acknowledge having read the information in this letter.**

**PARENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**