

Dear Students and Parents,

Welcome to my class and the beginning of Algebra II w/Trig! I know that we are going to have a fantastic year together in Algebra II w/Trig.

You have received a copy of the Class Policies and Procedures, and the Class Syllabus. Please take some time to look over these together. I have explained all the rules and procedures to the students and they should be able to discuss these with you. Just a couple of things to pay particular attention to: Make-up work for when your child is absent, Extra Help, Class Rules, Grading Policy, and Materials Required. Your child needs his/her materials as soon as possible.

Encouragement from home is a huge element that makes a school year successful! Please try to encourage your child to follow the rules, to try his/her best, and to work hard. Students receive quizzes, tests, and graded homework back and are given the opportunity to ask questions on items they missed. I am always available for support or extra help just call or email me. The easiest and quickest form of communication with me is through email and it is located at the bottom of this letter below my name.

This letter needs to be returned to me signed by both the student and one parent. I hope that we will have a successful and fun year together!



Sincerely,

Mrs. Tracy Hawkins

thawkins@ozarkcityschools.net

I HAVE REVIEWED AND UNDERSTAND THE CLASS RULES, CLASS PROCEDURES, AND SYLLABUS FOR ALGEBRA II w/Trig.

Student Signature

Parent Signature

Parent Email Address

Parent Phone Numbers