

Parent Letter
(Beginning of School Year)
By Erin Burke

September 14, 2004

Dear Parents and Guardians,

Welcome to math at Spectrum Academy! I am honored to have your child in one of my math classes this year, and I am excited to work with you and your child throughout the year. I know that we will have a successful, exciting, and productive year in math. I look forward to being a part of the academic progress your child will make.

Your child will find that I am tough but fair. I have extremely high academic and behavioral expectations for my students. I expect EVERY student will learn to the best of his or her ability and achieve more in one year than they every thought possible. To aid in this achievement, please note that I require each student to have a math section in their binder, a marble composition notebook, and math folder.

Because you are an integral part of your child's education, I feel home-school communication is of vital importance. I hope to talk with the parents and/or guardians of each of my students in the coming weeks. I plan to contact you personally in the next few weeks to introduce myself and see if you have any questions about the coming year in math. I would also like to extend an invitation for you to contact me at any time. I can be reached through the main office at school (*phone number*), on my cell phone (*phone number*) or via email (*address*). If you would like to talk in person, I am always available to schedule appointments before school, after school, or during my prep periods. Please don't hesitate to contact me if you have any questions or concerns. I only ask that if you choose to call my cell phone, please do so before 10:00pm at night.

There are several ways you can help your child succeed in my challenging math class.

- Ask your child what he or she learned in school each day. This simple routine will help them review and find holes in their understanding.
- Emphasize the importance of homework and hard work and monitor whether your student is completing his or her homework each night. I have a 100% homework completion policy in my class and I assign homework every night. Please help your child establish a regular time and place (away from the TV) to complete their homework.
- Encourage your students to ask questions in class and come in for extra help when they need it. I am available before school, during lunch, and after school. Also, praise them for doing well . . . they deserve it!
- Ask your student to see their grade tracker. Each student will track his or her grades and I will send home frequent progress reports. This will help both you and them

stay up date on exactly what grade they have in my class and what they need to do to improve it.

To help me serve your students better, I would be grateful if you could take five minutes out of your busy day and complete the attached parent survey. I have also included a Commitment to Excellence in Math Contract to be signed by me, by you, and by your student. Please have your student return both of these forms to me as a homework assignment by Monday September 20th. Feel free to use the backside of the survey for any questions or comments that you may have for me at this time. I look forward to working with you and your student!

Sincerely,

Ms. Erin Burke
Spectrum Academy Math
MS 118