

Parent Introductory Letter

Dear Parents and Guardians,

I am thrilled to introduce myself as your child's middle school math teacher for the upcoming school year. My name is Cole Chandler, and I am a proud graduate of Texas A&M at Galveston and Galveston College. My wife, Rebecca, and I have a wonderful 1-year-old daughter named Addi. I am excited to embark on this educational journey with your child and look forward to a year filled with growth and learning.

Contact Information:

Communication between parents and teachers is crucial for student success. You can contact me by phone, email, or arrange a web meeting or face-to-face meeting. Please feel free to reach out with any questions, concerns, or to discuss your child's progress.

Visitation Guidelines:

I am happy to meet with parents as needed. To ensure that I can dedicate my full attention to our meeting, I kindly ask that you schedule visits in advance. This can be done via email or phone, and I will confirm a convenient time for both of us. Or if you'd like, let's arrange an in class visit!

Request for Support:

Your involvement and support are vital to your child's success. Encouraging good study habits at home, helping with homework, and staying informed about their progress will make a significant difference. I do hope I will be able to communicate with you openly and as often as possible.

Work and Assessments:

Throughout the year, students will engage in various types of math assessments and projects. These include:

- Regular quizzes and tests to assess understanding
- Group and individual projects that apply math concepts to real-world scenarios
- Participation in class discussions and activities
- Maintenance of a math portfolio showcasing their growth and achievements

Grading Rules and Scale:

Our grading system emphasizes growth and participation rather than relying solely on multiple-choice tests and quizzes. There will be no grading curve, as each student is responsible for their own grade. The overall grade will be determined by:

- Participation
- Portfolio content
- Assessments and projects

Homework Policy:

Homework will be assigned Monday through Thursday and should take less than 30 minutes to complete. This is to reinforce what we have learned in class and prepare for upcoming lessons. A separate email will be sent outlining the specific homework assignments each week.

Classroom Procedures:

To ensure a productive learning environment, we have established the following key procedures:

1. Participation:

- Participation is a key component of student grades.
- Students must respond when called upon; "I don't know" is not acceptable.
- Responses are evaluated for participation, not accuracy.
- The teacher provides ample opportunities for participatory credit.

2. Breaks:

- No breaks are allowed during active instruction.
- Breaks are granted once per class at opportune times, not immediately after or before school bells.
- Students must plan to use the restroom outside of critical learning periods.

3. Questions:

- Academic or lesson-related questions are encouraged and improve participation grades.

- Questions that distract from the lesson are discouraged.
- Curiosity is supported, but disruptive questions are not.

Supplies Needed:

To be prepared for class, your child will need the following supplies:

- A means of taking notes and practicing math problems, this could be a spiral notebook, or paper clipped into a half inch binder.
- A class specific folder to organize and hold assignments.
- Pencils is what we do math with. Red pens are what we grade with.

Positive Expectations:

I have high expectations for all my students and believe that each one can achieve great things this year. My goal is to create a positive and supportive learning environment where every student feels valued and capable of success. Together, we can make this a fantastic and productive school year.

Thank you for your support and partnership. I look forward to meeting you and working together to ensure your child's success in middle school math.

Best regards,

Cole P. Chandler

Middle School Math Teacher

[My School Contact Information]

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