

Sample Introductory Letter

It gives me great pleasure to welcome you to my class at _____ this year! I'd like to brief you on some of the strategies I will use this year to help students succeed in math. We know when students are successful in an area, they are more likely to spend more time and more willing to do more. So, we are going to use a model that builds *success on success*.

Here is a quick glimpse of what you can expect of me to ensure student success:

- a. Students will be provided a parallel constructed practice test so they know exactly what we expect them to know, recognize, understand, communicate and be able to do for each chapter test using a highlight (*) system. {POSTED on web}
- b. As a class, we will review the practice test 2 to 3 days before the actual test by pacing them through each problem one-at-a-time. That will provide me an opportunity to address any issues before the test so we can maximize student performance.
- c. When new material is introduced, it will be linked to previously taught math and outside experiences so any deficiencies can be addressed as we continue with the curriculum
- d. When new material is introduced, simple, straight-forward examples without variations will be used to clarify the instruction so students do not get bogged down or sidetracked with arithmetic.
- e. We will develop new rules; theorems, procedures and formulas using *Directed Discovery* so students can see the patterns develop and math makes more sense to them.
- f. We will be attentive of student notes used to complete homework, study for tests, and review for high-stakes tests by ensuring they reflect instruction and they can be used to study more effectively and efficiently
- g. When new definitions, procedures, theorems, rules or formulas are introduced, the entire class will recite them for 60-90 seconds so they learn how to say them correctly and we begin to embed those in their short-term memory. Recitation will be used on a regular basis to ensure students know and communicate how to do problems
- h. Homework assignments will reflect instruction. That is, it will have definitions, procedures, formulas, and explanations as well as exercises. Those definitions, procedures and formulas can be gleaned from the student notebook and will assist students with the exercises. Homework exercises will only be assigned if students know how to do them for practice.

While I understand you are busy, I'd ask that you periodically check online to see the parallel constructed practice tests for each unit to ensure readiness for the test.

The inappropriate use of cell phones has proven to be a major distraction in the classroom. To keep students on task and improve student achievement, cell phones are not permitted out during class time.

If you have any questions, concerns or comments, please feel free to contact me at _____