

Sample Introductory Letter

Thank you for choosing Cousins Junior High School, you have made the best choice to ensure success for your student. We work hard to ensure our students have a safe learning environment and are successful in mathematics. I'd like to brief you on some of the strategies we use to help students succeed in math.



Here is a quick glimpse of what you can expect of us 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 highlighting star system. {POSTED on web}
- b. We will build in repetition students need to be successful by reviewing important information that will be tested daily with quick reviews and checks for proficiency.
- c. As a class, we will review the practice test 2 days before the actual test by pacing students through each problem one-at-a-time. That will provide us an opportunity to address any issues before the test so we can maximize student performance.
- d. 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
- e. 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.
- f. We will develop new rules; theorems, procedures and formulas using *Directed Discovery* so students can see the patterns develop so math makes more sense to them.
- g. 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
- h. 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.
- i. 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.

These strategies set students up for success! While we know you are busy, we'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 _____.

