



CHAFFEY HIGH SCHOOL

1245 North Euclid Avenue, Ontario, California 91762 • (909) 988-5560 • FAX 988-0146

Principal
Thomas O. Mitchell
Assistant Principals
Bart Goldstein
Victor M. Ruiz
Joni Siegel
Susan Teed

Dear Student,

Welcome to the second semester of Algebra I. I hope you will learn a lot in this class. My name is Tom James. This is my twentieth year teaching at Chaffey High School. I earned my Bachelor of Science degrees in Physics and Astronomy from the University of California at Berkeley in 1976. After working in the electronics industry for 14 years, I earned my Master of Arts degree in Education from the Claremont Graduate University in 1992.

Teaching is something I truly love to do. I enjoy helping students understand and discover new things. It is important to me that you succeed in this class. This class may be easy at times and quite challenging at other times. This means you have to work at learning the material. This means you have to try every day to do your best and to help those around you do their best. Above all, mathematics is an important and beautiful skill. You need to **practice** this skill to perfect it.

I expect you to come to class *every day*. I expect you to do all of the homework and project work assigned in this class. In addition, I expect you to get help whenever you need it. You should be aware that this class will take much of your time each week.

There is a poem by Robert Frost that says, "*Two roads diverge in a wood, and I -- I took the one less traveled by, and that has made all the difference.*" In this case, the road less traveled leads to education and personal growth and satisfaction, while the other road does not. It is my hope that you will do well this semester and continue traveling the road less traveled by.

Please take advantage of all that is offered to you. Get involved in your classes. Study with your fellow students. You will not regret it.

Please be aware that:

- There *will* be homework nearly every day.
- Your citizenship is very important for our class to be a success. You are to respect the right of your fellow students to a good learning environment and you are to respect my right to do the best job I can as your teacher. You will be dismissed from the class if you cannot control your conduct.
- Your attendance is also very important; if you are absent, you have the responsibility of making up missed notes, class work, and homework. You risk losing this class if you accumulate four trancies or four tardies.
- I **will** communicate with your parents concerning your progress in this course.

Yours truly,

Tom James
Department of Mathematics
Chaffey High School

Dear Parent,

In order to do the best job I can teaching your student, I ask you to participate in your child's education. This means:

- Make sure your student is attending school every day. Your student may be dropped from our class if they accumulate four trancies or four tardies. Additionally, absences mean they are not learning with the rest of their classmates.
- Your student will be provided with a copy of my syllabus (also available at our web site) and a progress tracker tailored to this semester's course. Make sure that you regularly review these documents.
- Have your student show you their work *and be able to explain it to you*. There is work everyday that your student is responsible for. If they say there was no homework, be suspicious: Check our website: <http://tajames.net> or email me at tajames@tajames.net or call me! My phone number at school is 988-5560 ext. 2434. If they say they turned it in already, ask to see yesterday's work; it will have been returned to them **graded** by me.
- *Insist* that your student be accountable to you for their educational progress (accountability does not mean we do not trust our children -- rather, accountability *adds to our reasons* to trust them). They must be in possession of their materials, their textbook, and their binder. **Accept no excuses**. Your student may think that these measures unreasonable, but it is better to learn proper discipline now than in the unemployment line!
- Speak with me *frequently* about **any** concerns you have about your student's progress.

As a parent myself, I realize that your student is growing up rapidly. But, realize that they also need your love, your *guidance* and your help now as much as they ever have. Their future and that of their children hangs in the balance.

Please keep this letter for your reference and your student's reference during this semester. I will ask you about it when I call you on the telephone early in the semester. Please detach and fill out the next page and return it with your student tomorrow.

Sincerely,

Tom James
Departments of Mathematics and Science
Chaffey High School

email: tajames@tajames.net
web: <http://tajames.net>
phone: (909) 988-5560 ext 2434

ACKNOWLEDGMENT

Dear Parent or guardian of _____,

As part of my effort to do the best job I can teaching your student, I ask you to participate in your child's education. This means observing the following:

CITIZENSHIP: As a citizen of our class, your student is expected to contribute to the learning environment. Thus,

- Good attendance implies *commitment* and is extremely important.
- Students come *prepared* to learn with **all** materials.
- Students are *respectful and supportive* of others.
- Students *respect* the rights and property of everyone.

ATTENDANCE: Our class policy is as follows:

Tardies. Students must be in their assigned seat with all necessary materials when the tardy bell rings. Consequences are:

- 1st tardy: Student counseled.
- 2nd tardy: Parent contacted or an in person conference convened.
- 3rd tardy: Conference with parent and behavior contract established with student.
- 4th tardy: DROP from class.

Truancies: Students must have a written excuse for absences from class or school from their parent or guardian. Consequences are:

- 1st truancy: Student counseled and parent contacted convened.
- 2nd truancy: Parent contacted or an in person conference.
- 3rd truancy: Conference with parent and behavior contract established with student.
- 4th truancy: DROP from class.

Please complete other side

Please complete the following so that, together, we can help your student succeed this semester and beyond.

The best time to contact me is: _____

The phone number that I may be reached at is: _____

I have read the attached letter and have discussed what it says with my child: _____ yes _____ no

I will do the following to help my student succeed: _____

Signed _____

Please print name _____ Date: _____

Please write any additional comments or concerns below.
