

Pre-Algebra

Providence Extension Program

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Required Texts & Materials

- *McDougal Littell Pre-Algebra Textbook*
 - *Solutions Manual (parent reference)*
 - 1 binder with loose-leaf paper or spiral notebook
 - Lined and/or Graph paper
 - Pencils and Erasers
 - Red and Blue Pens
 - Scientific Calculator with square root and exponent functions
 - Cell phones **may not be used** as calculators during class
 - Notecards (for formulas)
 - 9 x 12 Envelopes to return tests taken at home
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Class Mission

Pre-Algebra is designed to build a strong mathematical foundation while preparing scholars for future success in Algebra I, Geometry, and higher-level mathematics. Throughout the year, scholars will develop problem-solving skills, logical reasoning, mathematical communication, and confidence in note-taking and test-taking abilities.

Our goal is not simply to memorize procedures, but to understand how mathematics works and how it helps us make sense of the world around us. Scholars will learn through guided instruction, worked examples, class discussions, independent practice, and cumulative review.

Course Format

Each lesson follows a four-step learning process:

1. **Pre-Class Reading & Notes** – Scholars preview the lesson and record key concepts through note-taking and working through the text example problems.

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2. **Class Instruction** – New material is taught through examples and guided practice. Scholars are expected to take notes during class and to copy examples.
 3. **Homework Practice** – Scholars reinforce concepts through independent work at home.
 4. **Review & Assessment** – Scholars participate in cumulative review before tests then complete chapter tests at home proctored by a parent or guardian.
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Class Expectations

- Be on time and prepared with materials.
 - Participation and note-taking are required.
 - Be respectful to your instructor and classmates.
 - Disruptive or disrespectful behavior will result in removal from the class and placement in Study Hall for that session.
 - Attendance is essential to maximize learning.
 - In case of absence, parents may email the instructor for an excused absence, which may exempt the scholar from in-class quizzes.
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Homework Expectations

Success in mathematics requires consistent practice. Scholars should expect approximately 45–60 minutes of homework on most school days. Scholars should make an honest attempt to solve all problems before consulting the Solutions Manual. Parents are encouraged to monitor homework completion, verify that work is being done independently, and ensure that answer keys, websites, apps, AI tools, or other resources are not being used to complete assignments without genuine effort.

Homework is graded based on completion and effort. Homework should be reviewed and corrected at home by the scholar and parent/guardian before submission. When a scholar answers incorrectly, they may re-work the problem in **RED** ink. If the scholar still does not understand the problem, they should then write out the answer per the solution manual in **BLUE** ink. The instructor will monitor homework completion and identify areas that may need additional review but **will not individually correct homework assignments**.

Test & Assessments

A test will be emailed at the end of each chapter and completed at home under parent or guardian supervision. Tests must be taken in one sitting and completed independently. Notes, textbooks, calculators (unless specified), AI tools, and outside assistance are not permitted.

Scholars should show all work on a separate sheet of paper, which must be stapled to the test. Partial credit may be awarded when work is shown. Tests will be graded for accuracy by the instructor. Completed tests must be returned in a sealed envelope signed across the seal by a parent or guardian.

Grading Policy

Grades will be posted in the online gradebook as soon as possible.

- Work not submitted will be recorded as a zero until received.
- Late Work Penalties:
 - 20% reduction for the first PEP day late
 - 30% reduction for the second PEP day late
 - No work accepted beyond 2 PEP days late
- Each scholar will receive **two Grace Passes** for the school year. A Grace Pass may be used in place of a missed **homework assignment** and receive full credit.

Grading Scale:

90-100	= A
80-89	= B
70-79	= C
60-69	= D
≤ 59	= F

Grading Breakdown

- 40% – Tests
- 35% – Homework
- 25% – Quizzes

Cell Phone Policy

- PEP requires that no cell phones be carried into class.
- Violations will result in a deduction of class participation points.
- Cell phones will be taken from scholars and given to Study Hall monitors or Administrator to be returned by the end of day.

Absences

- Assignments are due on the date posted in the Pacing Guide.
 - For an excused absence (with a parent email on or before class), work may be submitted upon return with no penalty.
 - Unexcused absences will incur late penalties.
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Learning Pre-Algebra is about far more than memorizing formulas, solving equations, or passing tests. It is about developing logical thinking, perseverance, and problem-solving skills while recognizing the order and consistency God has woven into creation.

My goal is to create a classroom where scholars are challenged, encouraged, and equipped to approach mathematics with patience and confidence. Through practice, productive struggle, and learning from mistakes, scholars will build a strong mathematical foundation that will serve them throughout high school, college, future careers, and their walk with Christ.

Every problem is an opportunity to think, learn, and grow!

Dr. Charlotte Singletary, PT, DPT
Pre-Algebra Instructor

Parent & Scholar Acknowledgment Form

By signing below, both the scholar and parent/guardian acknowledge that they have received, read, and understood the course syllabus and expectations for Pre-Algebra.

We understand that this course is designed to build a strong foundation in mathematical reasoning, problem-solving, and algebraic thinking while preparing scholars for future study in Algebra I, Geometry, and other advanced mathematics courses. We agree to uphold the academic, behavioral, and integrity expectations outlined in the syllabus.

Should any questions, concerns, or academic challenges arise during the school year, we agree to communicate respectfully and promptly with the instructor so that we can work together to support scholar success.

Scholar Name (Print): _____

Scholar Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Parent Preferred Contact Email or Phone: _____

Please return this signed form to your instructor.