



September 2009

Dear Parents/Guardians and Students,

Hello. I am the Title 1 instructor for the 2009/2010 school year. I look forward to working with your child in a small group setting in Reading and/or Math. The program is designed to help your child achieve maximum proficiency in these skills.

In order to provide the best possible learning environment for your student, we will be following the school discipline code as outlined in the *St. Walter School Parent/Student Handbook* at all times. We will also have specific guidelines for positive behavior during Title 1 class. Students who follow the rules have the opportunity to produce quality work. All students will be learning about this plan in their first class.

SCHOOL/CLASSROOM GUIDELINES

1. **Respect yourself, others, and things.** Keep hands, feet, and objects to yourself. Take care of instructional materials and school facility. Always clean up after yourself.
2. **Contribute to the learning environment.** Follow directions the first time they are given. Come to class with a pencil and assigned materials. Work quietly on projects – Use time wisely.
3. **Follow school and classroom procedures.** Use the 15 self-discipline skills (listening, following directions, asking questions, sharing, social skills, cooperation, reasons for rules, completing a task, leadership, communication, setting time limits, resolving problems, initiating solutions, fact vs. feeling, and making sacrifices)

Students will be rewarded for their efforts and accomplishments. Rewards will include stickers and small prizes. If a student has difficulty adjusting it may be necessary for me to confer with parents.

We expect to have a productive, enjoyable Title 1 class. I am here to help your child succeed. Let's work together for that purpose. If you have any questions please feel free to contact me at school.

Sincerely,

Sr. Susan