Dear Parent/Guardian,

I am writing to inform you that I will be your son/daughter’s teacher for the upcoming semester. I am excited at this chance to have your child in my class, and I look forward to the opportunity your child will have to learn.

I have every intention of making your child’s school year successful, but in order for this to be accomplished, I **will need your help!** I encourage you to stay involved in your child’s education, as your influence and guidance have a profound impact on their future success. I encourage you to maintain open communication with your child and myself to ensure that their academic life is a beneficial one. My class website is intended to be a resource for both you and your child to facilitate accountability and transparency in what my expectations are for your child in my class. You may find this site at [www.mrsjaeggi.webs.com](http://www.mrsjaeggi.webs.com).

I am a supporter of firm management in my classroom. I believe in rules and procedures, and I expect these procedures to be followed. I am fair in my discipline, and use my rules as a means of personal growth for my students rather than to discourage individuality. I will include a copy of my classroom management policy and hope that you will review these policies with your child. Please also sign this form (but DO NOT DETACH) so that it may be returned to school. You will see that your son/daughter has also signed this letter to indicate that s/he understands what is expected of him/her in my class. My plan is simple; I expect respect for one’s self, their peers, and me as their educator. Compliance with these standards will result in praise and rewards that are shown in a number of ways. Students who do not choose to follow these procedures will be given consequences as per the policies of the school and the district.

If you have any questions or concerns with my classroom management or any other matter, please feel free to contact me any time, as I firmly believe in an open-door policy. To schedule an appointment, please call the school’s main office at (818) 837-6428 between the hours of 8am-4pm Monday through Friday. You may also email at lkjaeggi@me.com or reach me by voicemail at (661) 513-3068. Finally, I also hold office hours/tutoring once a week after school. This day will be determined by the availability of my students, and you will be notified of which day as soon as it is set.

I am excited about this upcoming semester, and look forward to a productive year with your child. Thank you for your time and cooperation in this matter.

 Sincerely,

 Mrs. L. Kampmeyer Jaeggi

 Lead Teacher

 English Language Arts

 Social Science

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**(DO NOT DETACH!)**

I have read Mrs. Jaeggi’s course outline and I understand the expectations for her class. If I have any further questions or concerns, I may contact her via the above mentioned information.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_