August 15, 2012

Dear Charlie and Family,

 My name is Ms. Rice, and I will be your teacher this school year. I grew up in Waunakee, Wisconsin. I recently graduated from the University of Wisconsin Platteville with a major in elementary education and a minor in early childhood education. This will be my first year teaching, and I am excited for a great first year experience with you.

 I look forward to challenging your child to reach their highest potential. In math and science, my main goal for the class is to improve our problem solving skills and relate problems to the real world. For language arts, the class will work to expand our vocabulary, as well as comprehension skills. Academically, I look forward to seeing your child take great strides this year, while having fun learning.

 In order to create a positive learning environment, there will be a set of disciplinary guidelines I will expect the children to follow. We will go over these on the first day of school, and they will be used throughout the school year. The classroom will use a stoplight system for disciplinary problems. For a first offense they will move to the yellow light, the second offense they will move to the red light. At the red light, parents will receive a call home. If a third offense occurs, the child will be sent to the principal’s office. I will also use a marble jar as a positive reinforcement for good classroom behavior. When the children behave in a positive matter, they will place marbles in a jar. When the jar is full, the children will receive rewards. I hope to have very few disciplinary issues, and have a great school year.

 Family involvement is very important to me. I look forward to meeting all of the families and getting everyone involved. A great way to start getting involved is to attend the Back to School Night on August 20th. This will be a great time to bring in school supplies, meet myself, and explore around the classroom. I will also be sending home weekly newsletters throughout the year to keep you updated on what we are working on in class.

 If you have any concerns or comments, please contact me. You can reach me by calling 608-555-1234 or emailing me at ricemo@uwplatt.edu.

I look forward to working with you and your family this school year!

 Ms. Rice