Dear Parent(s)/Guardian(s),

I would like to take a moment to introduce myself to you, as well as give you some information about my feelings and expectations for Grade 6. My name is Lara Davies and I am so thrilled to be teaching your son/daughter this year! I plan to make this an exciting and memorable year for your son/daughter. I want to make learning fun, engaging, and appealing. I want your child to feel interested, motivated, and eager about learning. I want him/her to enjoy school, and to be successful. I will strive to ensure that our classroom is a place where learning is enjoyable and interesting, and school is a place where your child wants to be. Students can help themselves to be successful by being prepared for class, listening carefully, following directions, and actively participating and contributing to our class discussions and activities. Learning is hard work, but we know that with everyone working together we can make this an outstanding year!

There are few additional items, other than expectations, I would also like to touch base about, so please brace yourselves – this letter is a long one! ☺

The following will give you an understanding of the expectations I have for the students this year to help make them successful. I believe that these procedures will help students to learn, interact well with others, and thrive throughout the year.

**1. ALWAYS ARRIVE IN CLASS PREPARED:**

Each student will be given an agenda book. This will be used to record homework assignments, write down reminders, and it will serve as a communication tool between you and myself. It is the student’s responsibility to write down their homework at the end of the day. I will write the assignments on the computer (on my website) and they are expected to copy it down neatly into their agenda, just as it has been written.

I am asking you to help in this responsibility process. I would like it if you could read over their agenda each evening, check to see that the homework has been completed, and then initial the book **if** it has. This shows your child that we are all interested in his/her achievements and that we want to ensure that he/she remains caught up with his/her work. This will greatly help in setting your child up for success.

Each morning students will be expected to hand in their agenda books. Agendas will be checked to ensure that the information has been written down accurately. It is important to me that the students learn to use their agendas properly, as this increases their responsibility and sets them up to be successful. Good habits in using their agendas now will help them to thrive next year in middle school.

Homework that has not been completed for its due date still needs to be made up. If the agenda book is at school and has been signed by you (confirming that all homework has been completed), but the work is not at school, students will receive a one-day grace period and work can be handed in the following day. If a student begins to fall significantly behind I will contact you immediately. Together we will set up a plan to make certain your child gets to where he/she needs to be. **I do understand that life gets busy and sometimes homework cannot be completed for its due date.** If your son/daughter cannot complete their work due to certain circumstances, **please just send a note to me** explaining the reason. I will then assist your child in getting caught up, and no Work Ethic marks will be lost.

I will be having each student write down phone numbers of a few friends in their agenda book who can be used for homework reference. Therefore, if your child is absent from school, he/she can call a friend to find out what work was missed. I have folders set up with the handouts from each day and the student is required to make up the missed work, assignments, or tests. I will always be available to help explain what is to be done, but it is ultimately the responsibility of the student to talk to a buddy, get the necessary work from his/her away file, and get caught up.

You will notice that I do not send tests home. Instead, I have students write their test mark in their agenda and ask that parents sign beside the test score to indicate they know the mark. I do not send tests home for fear of them becoming misplaced and then no longer having them available to refer to. Should you ever wish to see a test, please just write me a note in the agenda and I will happily make a photocopy to be sent home.

For Physical Education, students are required to bring, and wear, proper P.E. strip. They need to have a change of shirt, as well as a pair of shorts, track pants, or jogging pants. It is a good idea to have some warmer strip during the fall and spring for when we are outside. Students must change out of the clothes that they are wearing that day to school and into their strip. They also need a pair of non-marking running shoes for in the gym. I strongly suggest that students put their name on their strip to help prevent it from being lost.

Work Ethic marks will be strongly influenced by whether or not students have been consistently responsible in having their strip for class. It is my hope that this will encourage students to remember their strip so that they can participate in the most fun, safe, and meaningful way possible. **Gym will be on Mondays and Fridays.** Sometimes we have impromptu P.E. periods, so it is great if students have their strip at school for the week. P.E. strip is requested, but not mandatory, for these additional blocks.

When determining marks for P.E., I will be considering skill development, listening skills, participation, attitude, and preparation for class. **If a student is unable to participate due to illness or injury, please write me a note to explain this.** I appreciate your communication with me.

Students will see Mrs. Weststrate for **French on Tuesday mornings** and **Music on Thursday mornings**, so it is important they arrive prepared for her classes.

In regards to our book exchange at the library, students do not have a set day. They are able to exchange books during the free library blocks throughout the week.

**\* A copy of our class schedule has been taped to the inside of your child's agenda for your reference. It can also be found on my website.**

**2. RESPECT OTHERS, PROPERTY, AND YOURSELF**

I expect to have a classroom where students feel safe and want to question, explore, and share. This means that there will be no tolerance of teasing, bullying, put-downs, threatening, or ridiculing. Students are expected to be kind, encouraging, and thoughtful of one another. This same respect needs to be given to all people in the school, be it staff, other students, parents, or anyone else.

These Grade 6 students are the leaders of the school. The younger children regard them highly. As role models, they need to show other students how to act and how to make the right choices. Since these Grade 6 students will be looked up to and admired by other students in the school, it is especially important that they show the utmost respect for others, property, and themselves.

I also expect students to walk down the hall silently in single file. Students need to line up quietly without pushing or shoving. They need to keep their hands to themselves and avoid talking. We do not want to disturb other classes or office staff while moving down the hall, so it requires us all to work together.

Textbooks need to be cared for. They should be kept neatly in students’ desks, or their designated area, and transported carefully. Students will be responsible for any damage or loss to these books.

**3. WORK HABITS**

All work must be neat and legible or it will be re-written. I expect students to produce work to the best of their ability.

I will send home writing practice if a student is having difficulty with their handwriting and letter formation. Extra practice sheets will help students to master the skill of handwriting and assist them in making their work as neat as possible.

I am attaching a copy of the North Glenmore Elementary School Work Habits Criteria, and I will be reviewing this with the class, so that it is clear how students can earn a Work Ethic Award.

**4.** **FIELD TRIPS & PARENT VOLUNTEERS**

We will be planning some great field trips for our class throughout the year. Please return signed field trip forms back to school as soon as possible.

We welcome parents who would like to join us. We will provide a letter for any field trips and/or activities for which we require some extra helping hands. There are many special events we will have throughout the year for which we require the help of our amazing parent volunteers. At times, it may be possible for a limited number of parents to join us. In that case, we will complete a draw to choose parents to come along to help. We feel that this is the only way to fairly choose people to come along.

**Please note:** Appropriate forms, including a Criminal Record Check, need to be filled in at the office a minimum of three weeks in advance. If you have an interest in volunteering with our class at some point this year, I encourage you to complete your form as soon as possible. Please also know that if you are considering being a driver for our afterschool volleyball and/or basketball games, you need to fill in this paperwork immediately.

Now, onto a few other items…

If you could please send a box of Kleenex to school with your child, I would greatly appreciate it. Thank you so much!

I have a website that I hope will be helpful to you this year. A letter will follow with more information, as well as a scavenger hunt to help you learn the website.

I have a couple of programs I will be using this year that I encourage you to sign up for. These programs will assist me in communicating and connecting with you!

First of all, I am using the remind program.  What does this mean?  Using the remind program means that I will have a reminders scroll on the homepage of my website.  Further, and better yet, this program allows me automatically to send these reminders to you via text or email.  You are welcome to check for reminders on my website, but you may also (or alternatively) get these reminders sent directly to you.  I am including the directions for how to sign up for this program with this letter.

     The second program I am looking forward to using this year is FreshGrade.  This program enables me to make an online learning portfolio for students.  I have another letter for you (to come home soon) with more specific information about FreshGrade. Once I have sent the letter home and received the bottom portion back (consent for your child to participate in this program), I will send you an email which will give you an invitation to set up an account so that you can access your child's learning portfolio.  To give you an idea about this program, know that by setting up an account you will get a glimpse into the activities your son/daughter is participating in, the learning that is occurring, and assignments that are being completed.  Further, I will often put a comment, or even a mark, with the picture so that you have an understanding of how your son/daughter is progressing or has done on an activity or assignment.  I hope that this information will not only make you feel more connected to our classroom, but that it will also enable you to talk to your child more effectively about what they are doing and learning in our class.  I am able to send class announcements through this program, so if you sign up, these messages will come to you via email or in your Fresh Grade app.  If you would like to learn more about this program, please visit: <https://www.freshgrade.com/>. Again, I will be sending a letter with more information and the consent form shortly.

I am delighted about the upcoming year. Grade 6 is very exciting and I plan to do everything I can to make this year a successful one for your child. I want this to be an incredibly special and memorable year, so I will do all I can to make it so. I will also do my best to ensure that the transition to Grade 7, and into the middle school, is a smooth one.

Should you have any questions about this lengthy letter, or anything else, please give me a call (250-870-5128), send me and email ([lara.davies@sd23.bc.ca](mailto:lara.davies@sd23.bc.ca)), or pop by the classroom.

Sincerely,

Lara Davies

**Helpful Hints for Parents**



Sign agenda **IF** homework has been completed.



Test scores will be recorded in agendas for viewing and parent signature.



Ensure P.E. strip includes running shoes and a change of shirt and bottom.



A note **MUST** be provided for students who are unable to participate in P.E.



A note **MUST** be provided for students to be excused from daily homework.



Please refer to <http://mrsdavieswebsite.weebly.com/> for helpful information, updates, and assistance with assignments.



Please don’t hesitate to call, email, or stop by the classroom if you have any questions or concerns.

**ATTITUDE**

“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important that facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company…a church…a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past…we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude…I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you…we are in charge of our Attitudes.”

\*Charles Swindoll

**Work Ethic Criteria**

**Work Ethic Awards** will be earned each term by students in the intermediate grades who meet or exceed the following criteria.

It is possible for EVERY student in an intermediate class to be recognized for positive work ethic!

Quality of Work/Work Habits

\* works neatly (to the best of ability)

\* completes work in class as assigned

\* consistently completes homework as assigned

\* takes care of personal space/supplies, school equipment and materials

Effort

\* follows classroom/school guidelines to work without disruption to others

\* demonstrates responsibility in completing tasks

\* gives best effort at all times without frequent reminders from staff to focus

\* is usually prepared for class (including P.E. and Music classes)

\* uses a student agenda consistently as required by the teacher

Relationships with Others

\* participates appropriately during group activities and class discussions

\* works cooperatively during group activities

\* maintains positive relationships with classmates and staff

\* is helpful to classmates and others, including the teacher