

Dear Parents and Student,

I am looking forward to teaching you this semester, and hope this will be an interesting and exciting year for both of us. To assure a good start, I am providing you with necessary information concerning the course.

The education process involves students, teacher and parents. Therefore, we each have an important role. I will make every effort to prepare for class and to ensure success for all my students. I will seek to help all students achieve their educational goals. My plans are for a productive and fruitful year, but I will need your help and participation.

Parents, help students set priorities. They have important decisions to make. Class must come before jobs, sports, and all other extra-curricula activities. Students must study, attend class, turn in **ALL** assignments when due, and stay alert.

Parents, please help by looking over the progress report cards. Please attend parent conferences. If you discover there is a conflict in class, please inform me of the situation. If you call and leave a message for me, I will return your call.

I am here to help all of my students, and it is my intention for all of them to pass. Unfortunately, this is not always the case. Students must plan to put time and energy into the class. When students miss classes, they miss assignments. It is very important that students ask for assignments and complete their work within the given time frame. Students **MUST** assume the responsibility for their work. Please help students gather the necessary materials for this class. I have included on my syllabus a materials list.

I try to organize class to be fair, consistent, interesting, and hopefully exciting. I cannot make exceptions to the rules. Help me to make this a successful year for all my students. Please review the goals, expectations, grading policy, course requirements, materials list, and syllabus for the course. Then sign the attached form and return it to me.

I would like to thank you in advance for all your assistance this year.

Sincerely,

Mr. Davis, ED.D.