

**KEMET
PARENT HANDBOOK**



UNDER
CONSTRUCTION

Introduction Letter to Families

[Teacher: Highlight bracketed text and type replacement text. Add additional text as desired. Save and print.]

Dear Students and Families,

Welcome to [grade/class]! I'm excited about the opportunity to get to know you, and I'm looking forward to a happy and productive school year.

Curriculum areas we will focus on this year include [curriculum areas].

Students are asked to bring the following supplies to school before [date]: [supplies].

My homework policy is [homework policy].

My grading policy is [grading policy].

[Include additional classroom policies, procedures, etc., as necessary.]

Special classroom events planned for the year include [international day, medieval night, poetry readings, etc.]

Upcoming school events you should be aware of include [dates of open house, conferences, book sale, welcome luncheon, etc.].

Please mark those dates on your calendar. Studies show that parental involvement in a child's education is one of the strongest indicators of student achievement. We hope you will make it a priority this year to attend as many school-sponsored events as possible.

If you have any questions or concerns or if you would like to visit our classroom, schedule a conference, or volunteer to help out, you can contact me at [contact info]. The best times to reach me are [available hours].

Please return the enclosed [list enclosures] by [date].

Once again, welcome to [grade/class]. Let's work together to make this the best year ever!

Sincerely,
[your name]

Getting to Know You!

Students: Please complete this form with your family and return it to school as soon as possible.

Student's Name _____ Age _____

My best subject is _____.

My worst subject is _____.

This year, I would like to learn _____.

Something new I would like to do this year is _____.

My family can help me most this year by _____.

My teacher can help most this year by _____.

Parents'/Guardians' Names _____

My child's strengths are _____.

My child needs help with _____.

This year, I would like my child to _____.

We would like the teacher to know that _____.

Conference Checklist

Dear Parent or Guardian:

The questions below reflect some of the most common areas of parental concern. Check any questions you want to ask your child's teacher. Note additional thoughts or teacher responses beneath each question.

1. How is my child doing in your class? What are my child's grades?

2. Is my child in any special classes, groups, or programs? Why?

3. How does my child's work compare to the work of other students?

4. Is my child working up to his or her ability?

5. What goals have you set for my child this year? Do you anticipate that my child will meet those goals? Why or why not?

6. What programs are available if my child needs extra

help?

7. Has my child missed any classes or failed to complete any assignments?

8. Does my child participate in class discussions and activities?

9. How well does my child get along with others? Have any incidents at school involved my child?

10. What concerns do you have about my child's behavior or academic progress?

11. What can I do to help?

12. How can I get in touch with you?

HOMEWORK ASSIGNMENTS ELEMENTARY

Week of _____

	Assignment 1	Assignment 2	Assignment 3	Parent Signature and Comments
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Student Name: _____

Get Involved!

Dear Parent or Guardian:

Studies show that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. Moreover, most experts agree that parental involvement should go beyond attendance at teacher conferences and open house. We realize, however, that each of our families is unique – with its own priorities, needs, talents, and time constraints -- and so we try to provide as many different kinds of opportunities for parental involvement as possible. Please review the volunteer opportunities suggested below, and check any you are interested in -- or tell us what you would like to do. Then return the form to school.

Name: _____

- Speak at career day.
- Organize a college fair.
- Share curriculum related pictures and souvenirs from a personal or family trip.
- Direct a play.
- Teach students to play chess.
- Arrange for curriculum related speakers, exhibits, demonstrations.
- Share a talent, interest, or hobby.
- Tutor individuals or small groups of students.
- Mentor a student interested in your profession.
- Coach a sport.
- Publish a school or classroom newsletter.
- Set up and help maintain a school or classroom Web site.
- Manage a classroom project.
- Chaperone a field trip.
- Organize or participate in a special event.
- Lead a scout troop.
- Translate notices, letters, and forms into another language.
- Provide another parent with transportation to a conference or school event.
- Baby-sit for other parents on conference days.
- Organize a school fundraiser.
- Offer to donate books, art materials, musical instruments, games.... the list is endless.
- Bring in refreshments.
- Correct papers.
- Join a school committee.
- Other _____

Phone: _____ When can you be reached at this number? _____