Dear Families,

As we get deeper into the school year, I’d like to emphasize and clarify some points related to teamwork expectations. As you know, students are acknowledged throughout the day (LiveSchool points) by teachers and staff members as they meet expectations related to respect, responsibility, and safety.

This week, we reviewed how to meet expectations in independent work, group work, and large classroom discussions (which include Socratic seminars, Harkness method, debates, and etc). It is the case for all children that, at some point, they will need guidance to make good choices and to reflect on the behaviors in order to improve interpersonal skills. One way that we manage this process is through our “reflection” sheets, which are meant to give both the student and teacher an opportunity to talk. It is also an opportunity for the teacher to better understand why a behavior might be happening, even after one or more reminders. This information is serving to help me support and guide your student in similar future situations.

I ask students to complete reflection forms after they need reminders to follow classroom expectations. If your child is asked complete a reflection sheet, I expect that they will be thoughtful, honest, and punctual in returning it the next day. If your child loses this reflection form, or forgets the expectations, everything is located on my new classroom website, which also features a blog of our day-to-day activities (helpful if you are absent). The blog can be located at [**https://westendkelleher.weebly.com**](https://westendkelleher.weebly.com)

To show that you have received this letter (and also so I can send you additional resources), please send an email to me at [kakelleher@mnps.org](mailto:kakelleher@mnps.org)

Sincerely,

Ms. Kate Kelleher

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If you would prefer to correspond by telephone or letters, please sign below.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_