September 2019

Dear Parent or Guardian:

As we begin this school year, I invite you to explain how I can empower your child to be successful in English class. I have asked students to read and discuss the Policies and Procedures handout with their families and to have a parent or guardian complete the questionnaire. Please respond to the questionnaire in as much detail as you wish, so I will understand your child’s strengths and problematic areas more. This knowledge will enable me to address your child’s English curriculum needs.

In addition, throughout the school year, I will be providing updates and resources to help your child be successful. At the beginning of every academic week, I will discuss the goals and expectations for the week. Weekly agendas can be accessed on my website at http://shadley4.edublogs.org/. You might also consider signing up for remind.com to receive class updates. The directions for remind.com are on the Policies and Procedures handout. If a student has any missing assignments, I will send home a letter and questionnaire on a green piece of paper, which I call a green slip. Green slips will be given to students at the beginning of every academic week. The green slip is to inform you about missing assignments and provide me with ways to help your child. Students will also receive printed school progress reports and report cards. The first progress report will be given to students around October 4, and the first report card will be given to students shortly after the quarter ends on November 8. If you would like more frequent updates, please don’t hesitate to email me at [shadley@mccanntech.org](mailto:shadley@mccanntech.org).

Thank you for taking the time to review the Policies and Procedures with your child and to complete the questionnaire. Please have your child return the questionnaire by \_\_\_\_\_\_\_\_\_\_\_. Contact me with any questions or concerns.

Best wishes,

Sarah Hadley

English Instructor

McCann Technical School

**Contact Information:**

1. **Email**: [shadley@mccanntech.org](mailto:shadley@mccanntech.org)
2. **Website**: <http://shadley4.edublogs.org/>
3. **Telephone**: (413) 663-5383 x151

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent or Guardian English Questionnaire**

1. Please complete the following information.

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the best method to contact you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In which areas has your child experienced the most success in English (reading comprehension, writing, vocabulary, grammar, time management, homework completion, etc.)?
2. In which areas has your child experienced the most difficulty in English?
3. What are the best ways to help your child learn?
4. Does your child have special needs or special circumstances that influence his or her ability to complete assignments? Is there anything else you would like me to know about your child? Please explain.
5. I have read the Policies and Procedures handout for English and am aware of the classroom expectations and rules.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Questions or comments: