Dear Parent or Guardian:

I am looking forward to teaching your student this semester in English IV (H). I aim to provide your student with an engaging, challenging, and enjoyable learning experience. Each Monday, your student will be provided with an online syllabus that outlines class activities and homework assignments for the week. I try to stick to this plan as much as possible; however, sometimes changes are made.

Today, your student received several forms that need to be signed and returned to the school. Additionally, I have given each student an overview of what we will be doing in English IV this semester. A description of the reading, as well as grading policies and other information, is included on the course syllabus. Much of our reading is included in our literature book; however, some titles the student is responsible for obtaining. Students may check these out from a library (school library, my classroom library, public library or university libraries), borrow from a previous student, or purchase from the internet or book store. Digital copies (e.g., Kindle, Nook) are also welcome, and many titles can be downloaded to a device at no cost. Additionally, students will complete a literary research paper which will count as 20% of the second nine weeks’ grade.

Another great resource you can use to stay connected with what we are doing in English is the class website (drcoffman.weebly.com). I will post the syllabus, some handouts, and other information there. If you’re looking for information about my class (*from assignments to due dates to study guides and more*), chances are, you can find it on my page on the school website! I will also regularly update grades online so you can see how your student is doing in English IV in PowerSchool. As always, if you would like to contact me by email (mlcoffman@jmcss.org) with any questions, concerns, or comments, I will attempt to respond in a timely manner. Likewise, if you use email regularly, please be sure to update and confirm your email address in PowerSchool. Email is a great way for us to communicate! You may also be interested in joining my class on the Remind app. To join, send a text message to 81010 with the message: @drceng4 (Messages sent via the Remind app will be geared more for the students.)

Finally, people often ask me how they can help me in my classroom. Throughout the semester, we will be involved in many projects and activities. If you would like to send any of the supplies listed at the bottom of this letter, I would greatly appreciate it. These supplies will be used by the students throughout the semester. Again, I’m looking forward to working with your student this semester.

Sincerely,

Dr. Molly Coffman

Posterboard Markers/colored pencils Tape (packing/masking/Scotch, etc)

Construction paper Highlighters Glue/glue sticks/mini hot glue sticks \*\*Lysol/Disinfecting Spray Hand Sanitizer \*Paper Towels

Sharpies (black or colors) Dry erase markers \*Kleenex

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Please sign and return the bottom portion of this letter acknowledging that you did receive it.

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Parent/Guardian Signature email address

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Student’s Name