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 Advanced Placement 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).

Advanced Placement payments are due on October 31, 2019. The AP exam fee is $94 per exam; $53 per exam for students receiving free/reduced lunch. Please speak with Mrs. Steiner, the AP coordinator, if you do have questions or concerns about the fee.

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.

Please keep in mind that this is an Advanced Placement course. Read the following statements carefully.

* I understand that AP English is a challenging, goal-oriented course for highly motivated students who have a strong desire to engage in the college-level skills of concise scholastic writing and close analytical reading of mature works of recognized literary merit.
* I know that assignments and papers will be graded on a standard that demands college-level rigor as per the College Board. Grading will be based on college-level achievement rather than effort.
* I understand that class discussions are a significant part of the learning experience in AP English. I agree to come prepared for class and to participate in all discussions.
* I know that a stellar attendance record is essential for success in AP English. When it is necessary to be absent, I will commit to turn in my work in advance.
* The sheer volume and challenging nature of the AP English reading and writing requirements mean that I am expected to complete homework most nights.
* I am aware that there is a fee for taking an AP exam ($94 or $53 for students with free/reduced lunch) and that the fee is due on October 31, 2019.
* I have read the Policies and Procedures handout for English and am aware of the classroom expectations and rules.

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

Student’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Questions or comments: