

Dear Parents/Guardians:

Welcome to the 2023-2024 school year! I hope you and your family have had a relaxing and fun summer together. I look forward to meeting new students and getting reacquainted with students who have been in my classes in previous years.

This week, students will receive a copy of my class syllabus which outlines the class set-up and the expectations for my classes. I go over these with students, but I would like for you to be aware of them as well. Each class syllabus is also posted on Google Classroom and my web page on the school website.

Please know that I try to update grades weekly so you can see progress on TeacherEase, and I try to communicate with students regularly about their progress as we make our way through the school year. However, longer assignments (speeches, presentations, essays) do take time to grade effectively, but I will get them back to students and updated online as soon as I can.

I would also like to make you aware that I have a classroom library that students are welcome to borrow from. Some books have mature language and content, but I trust that you will discuss with your student what you are comfortable with them reading on their own time.

Feel free to contact me with any questions or concerns throughout the school year. My school email is the best and easiest way to contact me, but my planning period (each day at 2:45-3:25) is also a good time to communicate with me via telephone if that method of communication is preferred.

Thank you for your time and for all you do at home for our students. Again, I look forward to working with you this year to help your student(s) succeed. I hope this school year is full of good memories and a lot of learning!

Sincerely,

Rachel Kizziah

Email: rkizziah@hardink12.net

Phone: 287-2141 Ext. 404

Signing below acknowledges you have been informed of the expectations and guidelines described in the class syllabus and that you have read the welcome letter. Please sign, cut, and return.

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Date: _____

Your student's name

Parent's/Guardian's signature

Phone number and/or email to best contact parent/guardian: