

## Exhibit 7.5

**Sample Letter to Parents**

Dear Parents/Guardians,

Hi. My name is Mrs. Hernandez. I want to take this opportunity to introduce myself and to let you know that I am pleased and excited to have your child in my fourth-period Expanding Academic Opportunities class. I am providing the following information to you so you will know what my expectations are and how your child can be successful in my class. Please take the time to discuss the information here with your child. Although I am going over this information in class, discussing it with your child will be a meaningful way to increase understanding. If you have any questions or concerns, please feel free to contact me.

I believe that if we all work together, your child's success is certain!

**The purpose of this class** is to teach reading and writing skills that are needed for success in high school. My major goals are that by the end of the year, students will be able to:

- Read long multisyllable words.
- Understand what they read.
- Use strategies to analyze what they read such as:
  - Paraphrasing
  - Visual imagery
  - Self-questioning
- Learn to use new vocabulary words.
- Read aloud smoothly and with expression.
- Write complete sentences and well-organized paragraphs.
- Take reading tests with confidence and perform well on those tests.

**Classroom rules**

These rules are designed to make sure that no student's behavior interferes with the learning of others. For violations of these rules, there will be minor penalties.

1. Come to class every day that you are not sick.
2. Arrive on time with your own pencil and paper.
3. Keep hands, feet, and objects to yourself.
4. Follow directions the first time.
5. Stay on task during all work times.

While I will enforce the rules when necessary, I will be putting more emphasis on teaching students how to be responsible for themselves. I will stress the following traits, which are called **Guidelines for Success**.

It takes: **Preparation**  
**Responsibility**  
**Integrity**  
**Dedication**  
**Effort**

to be successful!

**Grading**

Below is the information your student has been given about grades. Each Friday, I will provide each student with a weekly grade report that will show the current grade in the class as well as any missing assignments. Please check this on the weekend so that if the student is falling behind, we can all work on the problem in the early stages.

1. 50 percent of your grade will come from your class participation and how well you follow the rules.
  - There are 10 possible points per day, for a total of 450 points for the quarter.
  - You will start each day with 8 points, which is 80 percent, or a low B.
  - Each compliment adds 1 point.
  - Each rule violation costs 1 point.
2. Your written work is worth a total of 30 percent.
3. Your performance on mastery checks is worth 20 percent

**Contact Information**

The students know that they can always ask me questions in class and can schedule an appointment to talk to me whenever they need help. If you want to contact me, my e-mail is [Hernandez555@franklinHS.org](mailto:Hernandez555@franklinHS.org). The best time to reach me by phone is during my preparation period (9:15 A.M. to 10:05 A.M.) or after school (3:15 P.M. to 4:15 P.M.) at 555-5555.

Thanks for you time. Please cut off the form below, sign it, and have your child sign that you have discussed this information. Have your student return the slip below for a few extra bonus points in the grade book.

Sincerely,

Mrs. Hernandez

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We have discussed this information about how to be successful in Mrs. Hernandez's fourth-period class.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date