

August 16, 2011

Dear Parent(s) &/or Guardian(s):

My name is Sandra Hanner and I will be teaching your student Spanish this semester. I would like to take this opportunity to provide my contact information and share a few important items.

Today your child received a very important hand-out. The course syllabus will enable your student to be successful in my classroom. It has all of the important information you and your student will need to know, such as grading procedures, classroom expectations and required materials.

Also important to your student's success in my class is to stay on top of all assignments and material. Homework varies from class to class, but it would be prudent for the students to bring their Spanish materials home at least three times a week to be continuously reviewing the material. They will receive extra points for making flashcards, and those also help tremendously with the vocabulary.

While I do not allow retakes on quizzes or tests, I do allow the students the opportunity to raise any grade lower than a 70%. This can be done up to three times a semester. They simply come in and we discuss the grade. Then they make corrections – telling me why they got the wrong answer and what the correct answer should be. It is an opportunity to relearn the material and discuss where they may have gone wrong.

In Power School I update the grades often and that is an excellent way to monitor progress.

I am looking forward to this semester! If you would like to keep this letter for future reference, please detach the bottom of this sheet with your signature and contact information. Email is the best way for me to communicate, so please send me an email anytime! I look forward to hearing from you!

Mrs. Sandra Hanner  
[hannersb@spart6.org](mailto:hannersb@spart6.org)  
864-583-4247, ext 2116

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**This is to notify Mrs. Hanner that I have read the letter and have familiarized myself with the expectations for Mrs. Hanner's classroom.**

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

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

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

Phone: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Work)

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