

Kara Adler
[Insert High School Name]
[Insert High School Address]
[Email]
[Date]



[Guardian Name]
[Street Address]
[City, ST ZIP Code]

Dear [Guardian Name]:

My name is Kara Adler, and I am looking forward to having your student in my X class this year. I am also excited to get to work with you and make this year as successful as possible for your student. In order to do that, I think it is important that you get to know a little bit about me. After grew up in Dallas, TX, and then attended the University of Missouri, where I majored in journalism with an emphasis in strategic communication. I then attended Southern Methodist University where I received my masters of education with certification.

This year we will focus on the following curriculum areas **[adjust to class curriculum]:**

- Drama
- Poetry
- Imaginative Stories
- Classical and Contemporary Texts
- Literary Research
- *A Raisin in the Sun* and *My Name is Asher Lev*

When it comes to homework, it is my policy that students turn it in at the start of class on the proper due date. Aside from readings and major projects, the only homework your student will have is what they are unable to finish in class. If work is turned in late, it is 10 points off the final grade for each day late. Students will have plenty of notice on reading assignments and projects.

Your students' grades will be divided into two categories: major grades (60% of final grade) and minor grades (40% of final grade). Major grades include tests and major projects, while minor grades include quizzes, class work, and participation. If your student gets below 70% on a test, they can retake the test to earn up to 70% only after turning in a completed form detailing how they can improve their grade during the retake. **[adjust to appropriate school standards]**

Please know that you can always contact me by phone or email if you have any questions or concerns. I am also happy to set up an appointment if you would like to meet in person.

Sincerely,

Kara Adler