

Tool #3: Two Letters of Introduction

This tool is a way to help you reach out and connect with families on the first day of school. Ilene created this letter to introduce herself to families, share her contact information, and make clear her school's strong belief that children do their best when families and teachers are partners. While Ilene's example letter is directed toward the parents of students in second grade, Jessica has written similar letters to the families of her high school students, and includes one on the next page.

Dear Second-Grade Families,

We are delighted to be teaching your child in second grade this school year, and we are eager to get to know you as well. We believe that each child does his or her best when families and teachers work closely together.

In Gallaudet, the lead teacher is Emma Fialka-Feldman. She will be assisted by Boston Teacher Resident Maya Taft-Morales, and by Dudley Promise Corps member Tracy Curtin. In George Mason, the lead teacher is Ilene Carver. She will be assisted by Boston Teacher Resident, Nanna Waldroup and by Dudley Promise Corps member Xavier Villalona.

We have spoken with many families already, but in case we have not reached you, we want you to be sure to have our phone numbers. Ms. Carver can be reached at 555-555-5555 and Ms. F. can be reached at 555-555-5555. We are reaching out by phone to every second-grade family so that you can share with us whatever information you think we should know to help us be the best teacher of your child this year. Please expect to hear from us regularly and feel free to contact us with your questions, concerns, and any "good news" you want to share. We ask that you not call us between the hours of 8:30 a.m. and 4:30 p.m. on school days, except for an emergency. Those are the hours we are with the children and it is extremely hard for us to shift our focus.

Starting today, our children are reading, writing, engaging in math, and talking together about how to build a second-grade community where each child learns a lot and enjoys his or her school experience. The "specials" we have in second grade are Science, Art, Physical Education, and "Playmakers," an activity-based period focused on joyful community-building. We will send out a schedule soon.

Please make sure to return your emergency card form right away so we have complete contact information for your child.

Thank you for your support!

WELCOME BACK!

I am delighted to be your child's U.S. History 2 teacher during this important academic year. I will work hard to provide students with opportunities to improve their reading, writing, and critical thinking skills.

We will be starting off the year by exploring the Industrial Revolution in America—an important part of which took place right here in Lowell! Then we will move on to learn about Labor Movements and Unions, the expansion West, the progressive era, and finally in November, tackling World War I!

I hope that I can get to know you and your family throughout the year. I have gone over the course information and expectations with our class, but I have asked students to go through our class information with you this evening.

Please let me know if you have questions.

I hope we can be in touch throughout the year. Attached is an invitation to sign up for the phone app "Remind." I hope you can sign up tonight. Remind will allow you to text me at any time if you have questions. I will also text updates, homework reminders, and pictures from our class.

I look forward to working with your child this year. I also look forward to meeting you and learning from you how best to support the growth of your child. Hopefully we can meet at the upcoming Parent's Night at the high school; I am also happy to meet you in your neighborhood.

If you have any questions or concerns, please contact me at any time. My email is: jlander@xxxxx.k12.xx.us. Please feel free to reach out at any time.

All the best,
Ms. Jessica Lander