Teachers:

I would like to address a couple of topics with you in which you can work together as a grade level on.

1. Lesson plans: Each grade level is to meet one day every 2 weeks after class time in order to compile a lesson plan for your grade level. You can work together on this and turn in one copy as a grade level with all of your names on it. These lesson plans do not need to be detailed, however, I would like them briefly describing what you are working on for the two weeks addressed. This way, if a parent questions what our program is teaching their student, I can prove to them what we are working on in the classroom. Only 3 total lesson plans will be due per grade level, since our summer school program lasts 6 weeks.
2. I would also like it if your grade level could send home a bi-weekly parent letter. This letter doesn’t need to be lengthy, just a short explanation of what is going on in your classroom and what your students are working on. This way the parents will be aware of what their child is working on, along with potentially some things they can work on at home with their child. If we keep the parents informed, they will be more likely to be involved in helping our program. Please turn in a copy of this letter with your lesson plans. There will only need to be 3 parent letters, since our program only lasts 6 weeks.

Thank you,

XXXXX, Principal