

## Exhibit 1.2

### Sample Letter to Families

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Revise this letter as necessary to reflect your classroom practices.

School name      City or town      Telephone number

Dear Parents/Guardians,

Hi. My name is [insert your name]. I want to take this opportunity to introduce myself and let you know that I am pleased and excited to have your son or daughter in my [insert class name] class. I am providing the following information so you will know what my expectations are and how your student can be successful in my class. Please take the time to discuss the information here with your son or daughter. Although I am going over this information in class, discussing it at home 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 student's success is certain!

The purpose of this class is to [insert purpose of class]. The major goal of this course is [insert goal]. By the end of the year, students should be able to do the following:  
[insert specific goals]

### Classroom Rules

The classroom rules are designed to ensure that no student's behavior interferes with the learning of others:  
[insert your classroom rules]

For violations of these rules, I will assign minor penalties.

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**:

[insert your Guidelines for Success]

### Grading

Below is the information your student has been given about grades:  
[insert grading standards and how students can track their grades]

### 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 [insert e-mail]. The best time to reach me by phone is [insert time].

Thank you for your time. Please cut off the form below, sign it, and have your student sign to indicate that you have discussed this information. Have your student return the slip below by Monday.

Sincerely,  
[insert your name]

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We have discussed this information about how to be successful in [insert class information].

Parent/Guardian Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_