August 26, 2014

Dear Parents/Guardians:

My name is Kathryn Kelley and I am writing to introduce myself as your son or daughter’s Italian teacher. I am so excited to begin a new year, and look forward to getting to know each of you. Please be sure to contact me anytime at [kkelley@cpsed.net](mailto:kkelley@cpsed.net). I have given your child a Rules/Expectations sheet in class. Please read through that information as well as what is below.

As we begin the year, I want to advise you of a few important ways in which you can stay involved in your child’s progress in Italian.

1. Aspen – I update Aspen regularly – nearly every day. I post homework assignment scores, quiz and test grades, and (at the end of each quarter) participation and class work scores. Please be especially aware of the codes “mi”, and “ab” – these are assignments that have not yet been turned in by your child. Any “mi”/”ab” assignments are due to absences and can be turned in for full credit. Any assignments marked “0” cannot be made up. Assignments marked “tbf” are quizzes and tests that need to be finished after school due to a student’s request for extra time.
2. My classroom website – Please visit [www.signorakelley.weebly.com](http://www.signorakelley.weebly.com). Although I use Aspen for grading, I also have a personal website that is updated weekly. There, you can view class calendars that will show what we will be studying that week, as well as homework assignments, and upcoming quizzes/tests and due dates. Often, homework assignments are posted on this website instead of passing out a hard copy in class. If you anticipate your child having difficulty accessing the website at home, please be sure to let me know as soon as possible. When your child is absent, I would recommend having him/her check this website to see what has been missed. It makes “catching up” a lot easier! Most of the handouts given in class are also posted on this website, so they can be re-printed when necessary.

I hope that I get the chance to meet or speak with each one of you at some point during the year. Again, if you have any questions, please do not hesitate to contact me.

Please sign below to indicate you have received and read the information above. You may also leave a phone number/e-mail address if you wish.

Grazie mille!

Kathryn Kelley

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I have received and read Mrs. Kelley’s information sheet about Aspen and her personal website, as well as the Rules and Expectations sheet.

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Student name (please print) Phone number

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Parent signature E-mail