

Dear Parents/Guardians and Students,

It is a pleasure for me to welcome you to Civics class at Dorman High School. I am excited to be working with you this semester and I know that this will be a productive and rewarding experience for us all!

Civics is a class that mixes many different social sciences including a study of American history, the US Constitution, the basic principles of American democracy and government, and an overview of the American legal system. We will be studying these various topics in order to provide your student with the necessary skills for becoming an informed and responsible citizen of the United States.

Your student has been provided with my class syllabus. On this syllabus, I have included the procedures I wish students to follow, the necessary class materials, and my grading policy. **On the back of this letter you will find my cell phone/smart device policy which you and your student will be agreeing to when you sign this letter.** Please let me know if you have any questions or concerns about my expectations.

This brings me to the subject of correspondence. I welcome any contact with parents or guardians so if you would like to send me a question or comment from time to time, my email address is **AdkinsAH@spart6students.org**. You can also leave a voicemail at my phone extension **1125**. I will respond to emails and voicemails as quickly as possible to ensure open communication between the home and the classroom. Also feel free to visit my website for course information at **www.mrsadkinsdhs.weebly.com**. You can also link to this website by visiting my page on www.dormanhigh.org.

Dorman's program *PowerSchool* will enable you to stay informed of all of your student's progress in my class. By signing up with guidance for this program, you will have online access to your student's grades that I will be keeping current weekly.

I look forward to working with you and your student this semester!

Thanks,

Ashley Adkins
Go Cavaliers!!

✂*Please Cut and Return Bottom Portion Only*

I have read the above letter with the cell phone/device policy **AND** the class syllabus and understand the expectations for this course.

Please fill in all 4 lines!!

Parent/Guardian Name (print): _____

Parent Guardian Signature: _____

Student Name (print) _____ Student Signature: _____