University School

**2020-2021**

**K. B. Johnson**

**English Department**

Dear Parents:

I am going to be your child’s English teacher for this academic year. I hope that you will feel comfortable in contacting me at any time about your son’s/daughter’s progress. The school phone is (423) 439-4271 or you can contact me via e-mail at [borthwik@etsu.edu](mailto:borthwik@etsu.edu). We will also have an ETSU residency teacher, Jessica Dunker, who will be teaching in this course as well. her email contact is [dunkerj@etsu.edu](mailto:dunkerj@etsu.edu).

I realize that you have high expectations for your student’s teacher; therefore, here is a little background information on me and my teaching experience. I have a master’s in education and a bachelor’s in English. I have been teaching high school for twenty-five years and for the past nineteen years, I have taught at University High School. I have also taught freshman writing courses at the University of North Carolina—Charlotte.

As you have high expectations for your student’s teacher, I also have high expectations for students.

* be respectful of others in our discussions and conferences;
* cooperate by participating in all activities and completing all assignments;
* email me for help AHEAD of due dates;
* in other words, be prepared;
* and try to have some fun even if the work is educational!!

On the Canvas website, I have included a copy of the English Department policies concerning late work, absences and makeup work, and plagiarism as well as copies of the course syllabus for your student’s class. You can also access information about this course on my website, which is maintained through the University School website. This webpage will contain daily assignments, long term project due dates, as well as any other pertinent announcements for the English class. Please feel free to visit the webpage at any time. I have also uploaded an instructional video on how to navigate Canvas Infrastructure on my ETSU home page.

As you know, we will begin this school year online using the Canvas Infrastructure website through Washington County Schools. (There is a link on the usbucs webpage for access to Canvas.) Parents, you can be observers in your student’s Canvas account. This status will enable you to receive notifications about due dates, projects, tests and quizzes, as well as see your student’s grades. I have included at the end of this letter step-by-step instructions on how to sign yourself up for that.

You can also access your student’s grade via PowerSchool. If you do not have account information for your child’s grades or are unsure how to access the online gradebook, contact Dr. Day.

In order for your son/daughter to have a successful year, I need your support. Please discuss the information you will find in this packet with your student and sign the accompanying signature page. Feel free to contact me about any questions or concerns.

Thank you for your cooperation,

Kristen B. Johnson

English Department

Step-By-Step Instructions for Parents to become an Observer on Canvas:

**Step One:** Go to wcde.instructure.com

**Step Two:** Click “Create Account” under “Parent of a Canvas User?”

**Step Three:**  Enter your information, including your student’s name on the registration page.

**Step Four:** Enter the student pairing code in the appropriate box.

**Obtaining the Student Parent Code:**

**Step One:** Your student must log onto their Canvas Account.

**Step Two:** On the right hand side of their Home screen, students should see and click on a link titled “Pair With Observer.”

**Step Three:** Students should give you the code that pops up in the window. Use this code to link your account with your student’s.