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October 28, 2016

Dear Parent:

Your child _____ is currently enrolled in the *Dual Language Program*. His/her responsibilities are to participate actively in class activities with a positive, cooperative attitude, to complete all assignments to the satisfaction of his/her teachers and to comply with behavioral expectations as outlined in the Student Code of Conduct. However, some students have not been successful with meeting the demands of the program. Our goal is to ensure that every child is placed appropriately; therefore, there are instances when it is in the best interest of a child to exit the program.

This letter serves as a notification that your child is not performing as expected as indicated by a grade below **75%** in a major subject area (Language Arts, Science, Math, and/or Social Studies) on their report card. As a result of this occurrence we are putting a plan into action.

The plan of action is as follows:

- Your child's teachers will determine specific improvements your child must make within the probation period. They will meet with your child and working together they will develop a plan.
- If your child's performance improves within the allotted time, your child will remain in the program.
- If your child's performance fails to improve after the implementation of the plan, we will revisit their case again.

If you have any questions or concerns, please do not hesitate to contact me via email at mmessina@paterson.k12.nj.us or via phone at (973) 321-0895. Thank you for your continued support and cooperation.

Sincerely,

Marielle Messina
Supervisor of Bilingual/ESL

CC: Ms. Susana Perón, Assistant Superintendent
Mr. Derrick Hoff, Principal
Ms. Bridget Naveira, Vice Principal
Ms. Lourdes Garcia, Director of Bilingual/ESL/WL