

Parent Communications Guide

Mr. Normile
September, 2007

Summary

Regular communications parents may expect from me include quarterly progress reports and quarterly grades.

Through my web pages, I try provide parents the tools they need to track their child's performance in my course. These tools include announcements of daily homework assignments, upcoming tests, when tests are returned, and when progress reports are distributed.

I encourage parents to call or e-mail me whenever they have concerns or questions. I ask parents to understand that I have 120 sets of parents to communicate with, with 120 different needs regarding the frequency of teacher communication. Please help me help you by asking whenever you have a question.

Contact Information

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My Web Pages

The contents of my web pages include.

- My schedule
 - Tells students when I am available for extra help
- Parent communications guide (this document)
- Math Web Sites
 - A document with links to a few web sites I believe are most relevant to my courses. These include sites with guidelines for **math study and test-taking skills**. The math department's web page includes links to additional sites, including sites which in turn link to many of the hundreds of math-oriented web sites.
- Extra help resources
 - A document listing sources of extra help available to all students
- Course guidelines (one per course)
 - Includes grading policies
- Assignment blogs (one per course). Contents of the blogs include:

- Assignments (by due date). NOTE: students who are in class must copy assignments from the board, as the blog may not be updated on time, or be accessible for a variety of reasons.
- Most class handouts
- Announcements of upcoming tests
- Announcements when tests have been returned to students
- Announcements when progress reports have been distributed (all of my students receive a report each quarter)

Math Department Main Page: <http://lhs.lexingtonma.org/Dept/Math/>

Contents of the math department pages include:

- Links to course pages
 - Course syllabi
 - Exam archives
- Teacher links
 - E-mail links
 - Web pages (if available)