

Parent Communications Guide

Mr. Normile
September, 2009

Summary

Regular communications parents may expect to receive from me include:

- Quarterly progress reports, which I distribute to all students each quarter
- Quarterly grades (these are distributed to parents by the school).
- e-mail announcements of upcoming tests and of when I return tests to students (see “Parent Mailing List” below)

My web pages include an assignment blog and a variety of other information (detailed below)

I encourage parents to send me an e-mail whenever they have concerns or questions. I ask parents to understand that I have 100 sets of parents to communicate with, with 100 different needs regarding the frequency of teacher communication. Please help me help you by asking whenever you have a question.

Contact Information

- e-mail: mnormile@sch.ci.lexington.ma.us
- Phone: 781-861-2320 X7848
- Web page: <http://lhs.lexingtonma.org/Teachers/Normile/>

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

Parent Mailing List

I maintain a parent mailing list to alert parents to upcoming tests, to when tests are returned, and to when progress reports are distributed to students. If you have not yet received an e-mail from me, and would like me to add you to my list, please send me an e-mail with your child's name in the subject line. To send me an e-mail, click [here](#).

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)