

Granby Memorial High School - Mr. Jarvis

Communication

I recognize that good, clear communication between parents, the student and the teacher is vital to success in the classroom. The purpose of this document is to outline the variety of tools I will use to communicate with students and their parents.

E-Mail

The most obvious and most efficient form of direct communication is e-mail. I will frequently check my e-mail throughout the day and respond very quickly to parent e-mails. If you would like to be included in a group e-mailing list for the class (parents and students), simply send me an e-mail requesting that. From time to time, I will send out class updates to everyone on my class list. These updates could include reminders of long term assignment due dates, upcoming projects and rubrics, or simply some FYI's for the class. If you would like to be added to the class e-mail list, please e-mail me at:

jarvisj@granby.k12.ct.us with the following information:

- Your name
- For parents: the student's name with whom you are associated and a telephone number where you can be reached in the evening
- Any additional information you think I need to know to make this year a success

Telephone

Expect to receive phone calls from me on a semi-regular basis. I will try to touch base with all parents at the middle of each quarter to express any concerns and to celebrate successes. Feel free to call me at the school any time a concern arises, or just to touch base. **My voicemail extension at the high school is 1156.** I will check my voicemail at least once per day and respond to your phone call as soon as is possible.

Website

I have set up an interactive website with pages on it for each of my classes. This website will allow me to communicate with parents and students in the most effective way possible. It allows me to post all assignments, PowerPoints, notes and general class information. The website will be updated almost daily and will have the most current materials on it. Whenever a student is absent from class, it is their responsibility to access the website and download any materials they may have missed. There are also discussion boards on the site that will allow students in all of my classes to have a running conversation or ask any questions they may have about the content.

- To access the class website, go to: www.classjump.com/mrjarvis

Podcasts

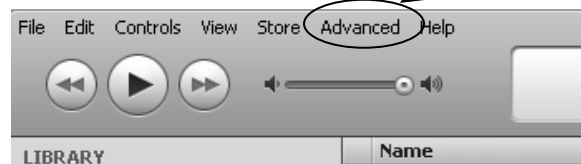
Each class that I teach has its own podcast URL. These podcasts allow me to disseminate audio, video and .pdf files to all students in the class. Subscribing to the class podcast is simple and it only requires an Internet connection and a free software download. Often I record important lectures that I give and offer those via podcast. This allows students who were absent from class to hear the material that was presented and gives them an easy way to make up the work. In addition, I will verbally walk the students through study materials for major tests and quizzes. Occasionally students will be asked to respond to an audio or video file that I offer on the class podcast. On the back of this letter is a step-by-step walkthrough on how to subscribe to the class podcast.

Thank you for taking the time to review this information. I look forward to communicating with you all in the very near future.

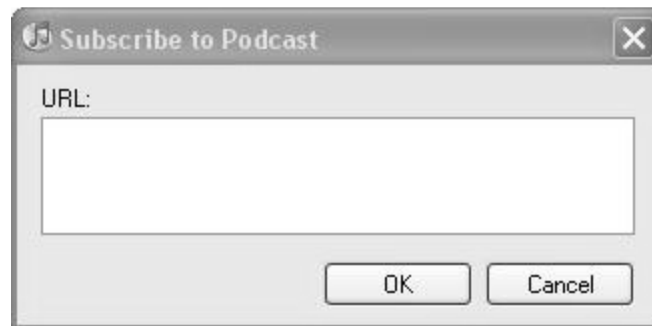
Subscribing to Podcast

To subscribe to the class podcast, first you have to download and install a podcast aggregate, or program that receives podcasts. I recommend iTunes, which many of you already have. It is free and easy to use. The following instructions involve iTunes only. There are a number of different aggregates out there. If you prefer to use another and need help, let me know.

1. Download and install iTunes. (<http://www.apple.com/itunes/download/>)
2. Open iTunes and click on the “Advanced” tab



3. Click on “Subscribe to Podcast”
4. Type the URL for the class podcast in the window that opens.



5. The class podcast will appear in the podcast folder.



6. When you see the class podcast, click on the arrow next to the name. This will bring up all of the podcasts that are available for that class. Simply click on “get” to download the podcast of your choice.
7. You can choose to put the downloaded material on a portable MP3 player, but that is not necessary. The Podcast can be played directly through iTunes.