

WHO TO CONTACT WHEN.....

TEACHER:

1. Your child is struggling in one particular class. (email teacher directly)
2. Your child is struggling in several classes. (email each teacher directly)
3. Your child is taking more than 2-1/2 hours a night to complete all his/her homework on a regular basis. (if it is one particular class, email teacher to see if your child should be spending that much time on one class. If more than one class, ask the team leader to set up a conference w/ you and the team.)
4. Your child takes more than 45 minutes per night to complete homework from only one of his/her classes on a regular basis. (email teacher directly to see if the assignments should be taking 45 minutes to complete)
5. Your child faces a conflict between an important assignment or exam and an extracurricular activity, such as a band concert. (email the teachers (both core class and Band) and see if they are aware of the conflict.)
6. Your child seems to have been placed in a class that is insufficiently challenging. (check w/ the teacher first and see if the teacher would recommend placement in the next level)
7. You feel your child's work has been graded unfairly by a particular teacher. (contact the teacher to go over the grade.)
8. Your child has a "bad fit" with the personality of a particular teacher. (first meet w/ the teacher, and then talk to the counselor)
<http://www.fcps.edu/LongfellowMS/pages/staffemail.html>

COUNSELOR:

1. Your child is struggling in several classes. (call the counselor to set up a conference w/ all the teachers.)
2. Your child is consistently losing assignments, not turning in homework, or seems to have trouble staying organized. (contact your child's counselor and discuss the situation; if this is happening in every class, the counselor will set up a team conference.)
3. Your child has a "bad fit" with the personality of a particular teacher. (first meet w/ the teacher, and then talk to the counselor.)
4. You are concerned that your child is feeling socially isolated at school.
5. Your child seems to be suffering from excessive school-related stress. (the counselor may set up a parent conference with the team.)
6. Your child has a sudden change in attitude, work habits or mood.
<http://www.fcps.edu/LongfellowMS/pages/counselingdept.html>

ASSISTANT PRINCIPAL:

1. You are concerned that your child is being bullied at school or on the bus. (call grade level administrator: Mrs. Padgett – 8th grade/Mrs. O'Hara – 7th grade)
2. Your child needs to be out of school and you know in advance – go to:
<http://www.fcps.edu/LongfellowMS/pages/attendance.html>

PTA:

1. You would like to be more involved at the school as a parent, but are unsure what your options are. (parent volunteers are always needed for coffees and field trips.)
http://www.fcps.edu/LongfellowMS/pages/parent_resources.html

LMS WEBSITE:

1. You believe your child would benefit from becoming more involved in extracurricular activities, but seems unwilling to take the initiative. (look at the after-school activity page on the website; talk to your child about their interest; email the sponsor directly about the activity and find out details.)
<http://www.fcps.edu/LongfellowMS/pages/afterschool.html>