
PARENT INFORMATION FOLDER

Arbor Hills Junior High

Sylvania, Ohio

Arbor Hills is located in a suburban town in Northwest Ohio. The 1997-98 school year brought a unique situation to Arbor Hills with the introduction of two new grade levels into our school. We had an entirely new sixth grade being added to our building as well as the regularly planned seventh graders.

The Action Team wanted to address how to better communicate every aspect of school and community life. To achieve this we developed a "Parent Information Folder." This folder contains grade specific information and is provided free of charge to each family in our school.

Action Team members contacted every school group, club, extra-curricular activity, community organization, district recreation group, and community service organization requesting information on their activities that could be included in the Parent Information Folder. The response was overwhelming. The Parent Information Folder is an easy reference for parents and students alike. The folder also contains a Parent Club newsletter, grade specific school supply list, letter from the principal, athletic newsletter, medication forms, a student newspaper, and a parent volunteer survey.

Parent surveys about the Parent Information Folder have been extremely positive. The contents of the Parent Information Folder provide early answers to frequently asked questions. School policy, homework hotline numbers, school rules and regulations are already provided to students through their agenda book. Parents rarely have easy access to this information. The Parent Information Folder provides families with their own access to this valuable information.

An additional benefit came from the parent volunteer survey. Responses were used to create an extensive volunteer binder. The binder was provided to each teacher with grade specific information, volunteer job qualifications, speaker's bureau resources, and other valuable parent resources.

Plans for next year's folders are already being made. The Action Team will review all suggestions regarding the folder contents and make improvements and adjustments where necessary. Although the Action Team had high expectations for this partnership activity, no one expected such a tremendous, positive response.

The Parent Information Folder is easily adapted to other schools. The activity will be on-going at Arbor Hills and continually evaluated.

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