

Madison Mail

*Madison Junior High School
Naperville, Illinois*

Thanks to a new e-mail system, over 150 Madison families receive announcements, recorded telephone messages, and school newsletters directly to their home or work computers. More reliable than fliers and telephone calls, this e-mail system can efficiently contact a large number of families, particularly with breaking news or important messages.

Madison Mail fulfills two of the school's improvement goals. First, it increases the flow of information between school and home. Administrators and teachers do not have to worry about notes not reaching home or telephone messages not being relayed. Second, it keeps parents informed of school activities, events, and opportunities. The additional information sparks discussion between parents and teens about what goes on during and after school.

The e-mail list was easy and free to implement. School, Family, and Community Partnership (SFCP) Team members publicized the e-mail list through handouts, phone calls, the school's newsletter, and word of mouth. Parents were asked to send an e-mail to a specific address with their child's name, grade, and team. A parent volunteer offered to collate the addresses and sort them by grade and team before giving them to the school. The school office can now transmit daily announcements, and team members can announce upcoming events for parents, such as the Internet Safety presentation.

Periodically, SFCP Team members request feedback about Madison Mail. Parents have reported that they are now aware of up-

coming events and activities and can plan their family's schedules accordingly. Parents also report that their heightened awareness of school programs has led to greater involvement in their children's decisions to participate in these opportunities.

The SFCP Team sees an expanded role for the list in the future. Team members hope to target their e-mails more, so that individual grades can receive announcements specific to them. They also hope that team leaders will send families updates on team goals and events throughout the year. An opportunity to sign up for the e-mail list will be included in next year's registration, with the goal of reaching 75% participation.

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