



To our Parents and Families:

We thank you for your continued support of The Academy! The *Harbor Essentials* state: “Educators regard and engage parents as their children’s first teachers,” and, “Parents contribute to building the excellence of a school.” Parent support in the classrooms and other school venues is considered a duty in a “Harbor” school. This service is vital, and contributes to the flow of, and the amount of classroom instruction. The more you as families contribute each month, the more time teachers are able to dedicate to preparing for and delivering instruction. With an accelerated learning model, there is a larger amount of student work to prepare for and grade.

Each family is required to contribute a minimum of 3 hours of service each month. This expectation will exist this school year, and the administration desires each family to contribute this amount of service that both *supports the program of the school*, and also allows each of you as parents *to serve where you feel most comfortable, and where your talents are used*. The following is a general summary of service opportunities. Please review them carefully, and align your interests with the opportunities available this year:

**Clerical service includes:**

- Grading papers/assignments/tests
- Filing student work and other school records for teachers
- Preparing student assignments by making copies and organizing them
- Working directly with students on concepts and learning
- Office clerical assistance

**Supervisory service includes:**

- Assisting with supervision of students during lunch, recess, and other settings
- Aiding specialist teachers in numerous ways (Science lab, Library, Music, PE, Spanish, Computers)
- Assisting with classroom events, parties, and functions including organizing the events
- Attending field trips

**Other service includes:**

- Art Program
- Parent Teacher Organization
- School Board Committees
- Grounds keeping and janitorial

**The Academy Harbor Foundation:**

- Grant searches/Grant writing
- Assisting with Multiple Fundraising efforts

**IMPORTANT:**

A parent/guardian from each family is required to attend one of the parent orientations (August 17, 18, or 21). Schedules for service will be available during the orientation sessions and will be organized down to each day of the school year. Please come to the orientation session having looked at *your* schedule for the school year, and ready to fill in your three hours **for each month** to a respect area of service. We desire that you commit to times and duties that will be consistent throughout the school year. Respective training will be provided to you by the person supervising your service (i.e. the teacher will provide coaching toward classroom service).

Our staff and Board strongly believe “*all parents should have sufficient understanding of the Harbor Method [...] and have ongoing opportunities to experience the method through classroom observation [...] their understanding of Harbor practices is essential for them to support their child’s education.*” Serving in the school provides opportunities for learning and embracing the Harbor Method.

We look forward to seeing you, and to serving with you in the school, this year!

With Warm Regards,

Jonathan Braack, M.Ed  
Vice-Principal