**Hightower High School VIPS**

15 November 2012

**National Parental Involvement Day**

**Cane Nation**

**HHS VIPS Coordinators**

Clarissa Heard

Ellen Hughes

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National Parental Involvement Day

# Purpose

* Increase parental involvement at Hightower High School
* Gain support of the HHS Volunteers in Public Schools (VIPS)
* Help HHS Staff complete pre-determined tasks
* Strengthen the partnership between HHS Staff and Parents

Process

1. Hightower HHS – Check In (follow all district procedures for visitors on campus)

2. National Parental Involvement Sign In, Refreshments, Assignments – Room #103

3. Volunteer in designated areas

4. Lunch with the Principal – casual/universal conversation – Commons

5. Return to assignment or secure new assignment – Room #103

6. Sign Out of National Parental Involvement Day, pick up goodie bag – Room #103

7. Check out of HHS – return badge, leave building

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| Area | Assignment Name & Location |
| Counselor’s Suite | Counselor’s Suite – ( Ms. Willis) – general filing |
| Christmas Decorations | Decorate Principal Suite Area, Attendance Office Are and Front Desk Area. Decorate Main Lobby Area |
| FBISD Basketball Invitational | Hospitality Suite – set up/refresh refreshment suite for coaches. Referees Gym Area( Coach Mize) |
| Attendance Office | General Filing |
| “Brown Bag” Lunch with the Principal | Commons – Lead – Ms. West, Parents and Invited Guests |
| Small Conference Room | Small Conference Room - #103 – Sign in/Out, Assignments and Bag Distribution |
| HHSPBC | Parent Volunteerism Roundtable Discussion |
| Education Gala Fundraiser | Plan and organize HHS donation for the Annual Education Gala Fundraiser – VIPS-(Mrs. B. Browne) |
| Math Department | X Hallway & Room X - 7Place math posters in hallway and classroom. Place Christmas lights around boards in classroom(Ms. Gbemre) |
| Library | Library – Complete inventory, scanning books on library shelves (Ms, Farris) |
| CATE | P3 – Classroom – Remove current student work and display new work (Joy Davis) |
| Theatre Arts | Auditorium – create flyer for The Yellow Boat, create playbill(Cynthia Ellis) |
| Biology Department | Science – cut & paste manipulatives(Ms. Joachim) |
| Office 107 | File, organize books/folders (Mr. Campbell) |
| Administration | Conference Room near Office # 102 - General Filing (Ms. Hildalgo) |