

**HAMILTON COUNTY MAGNET SCHOOLS**  
**Choices in Education**  
**3074 Hickory Valley Road, Chattanooga, TN 37421**  
**Phone (423) 209-8475 Fax (423) 209-8476**

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August 2014

**Parent Involvement Guidelines**

1. Eighteen (18) hours are required per family. If a family has children in more than one magnet school, the hours **must** be split equally among each school. For example, 2 schools, 9 hours each; 3 schools, 6 hours each.
2. The student's parents and grandparents or guardians should complete hours. Extended family is approved on a case-by-case basis, beginning with immediate caregivers. The easiest way to provide this list is to include those family members on your student's dismissal form. The minimum age of the person completing these involvement hours is 21.
3. A minimum of half the required hours (for each school) should be completed during the first semester of school.
4. All hours must be completed AND recorded by 5 p.m. on April 30<sup>th</sup>.
5. All hours served must be recorded on a "Record of Volunteer Hours" form and signed by a school staff member. Other forms accepted at discretion of your school's coordinator.
6. HCDE staff members who have a child or children at a magnet school must also complete the 18 involvement hours.

**What qualifies for Parent Involvement Time?**

Time that assists the school, teachers, and classes qualifies to earn parent involvement hours. These items include:

- Completing tasks in a teacher/parent workroom
- Completing assigned tasks at home with specific instructions, depending on availability
- Assisting a teacher in the classroom
- Acting as a monitor in hallways, cafeteria, car line, etc.
- Chaperoning field trips (limit of 9 hours at each school per family)
- Attending parent classes
- Serving on the PTA board
- Working on PTA events
- Working athletic events
- Saturday/Sunday workdays
- Organizing special events (performances, auctions, candy sales, etc.)
- Working to improve school building and grounds
- Bringing food or drink for events (limit of 1/3 of total hours at each school)

**What does not qualify as involvement time?**

Time that is spent with only your child, at school or away from school, is *good parenting time* and not considered involvement time for the school.

These items **will not** satisfy the parent involvement commitment:

- reading with your child
- helping your child with homework
- visiting your child for lunch
- watching your child in a performance
- volunteering with groups like Girl Scouts
- attending parent/teacher conferences
- visiting your child's classroom
- attending IEP meetings
- teachers working in or for their own classroom

**Under NO CIRCUMSTANCES can Parent Involvement hours be bought. Money is not a substitute for time.**

**VOLUNTEERS SHOULD:**

- ✓ Sign in and out in the office
- ✓ Wear your name tag while volunteering
- ✓ Be reliable, dependable, and positive
- ✓ Have a cooperative attitude
- ✓ Show respect to all children
- ✓ Keep student information strictly confidential
- ✓ Have fun and enjoy giving of yourself to others

**VOLUNTEERS SHOULD NOT:**

- Forget to sign in and out every time you're volunteering
- Intervene or contradict a teacher in front of students
- Do a student's work for them
- Threaten or punish students
- Bring other siblings to school while volunteering
- Smoke on school grounds
- Forget to get their copy of the volunteer service record