DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
THE COMMANDING GENERAL
UNIT 29351
APO AE 09014-9351

AEAGA

4 May 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army in Europe Command Policy Letter 36, Parent-Teacher Conferences

1. Reference Department of Defense Education Activity (DODEA), School Home Community Partnership Training Manual, February 1999, volumes I through IV.

2. The intent of this policy is to ensure that commanders and supervisors are actively engaged with their community Department of Defense Dependents School (DODDS) schools while giving every soldier and DA civilian employee who is a parent the opportunity to attend his or her child's scheduled parent-teacher conference.

3. The Army in Europe is committed to supporting the academic success of students. Families, teachers, and members of the community can help ensure this success by working together to provide students a better education. The School Home Community Partnership (SHCP) program fosters this interaction. It does this by combining the talents and efforts of these groups to give students stimulating and well-rounded educational opportunities.

4. In conjunction with senior tactical commanders, the United States Army Installation Management Agency, Europe Region Office, area support group (ASG) and base support battalion (BSB) commanders will ensure the success of the SHCP program by—

a. Coordinating SHCP requirements with units in their areas of responsibility.

b. Appointing school liaison officers to manage their SHCP programs.

c. Assigning a sponsor unit for each DODDS school.

d. Marketing school events and conferences through community public forums and media.

5. Unit commanders and supervisors will—

a. Require soldiers to attend parent-teacher conferences that are scheduled during the duty day.

b. Grant DA civilians, at their request, an excused absence to attend the appointed conference.

c. Brief school administrators and teachers on their unit's mission and training events at least once a year.

This letter is available at https://www.aeaim.hqusareur.army.mil/library/home.htm.

d. Solicit volunteers to help run the SHCP program, and give volunteers the support they need. Soldiers, spouses, civilians, and retirees are invited to take part as volunteers.

e. Help school personnel develop voluntary mentoring programs, tutoring programs, and educational events (for example, career days, college fairs).

f. Take advantage of opportunities to provide leadership growth for students. If the mission allows, soldiers should be excused from regular duty to take part in these programs and events.

g. Support school functions and projects.

h. Ensure that school personnel are included in unit activities when appropriate.

6. The SHCP program relies on key communicators. These are crucial volunteer positions in districts, schools, and communities. ASG, BSB, and unit commanders should work closely with school officials and support key communicators through the school liaison officer to help communities realize their goals by helping them put their plans into action. One of the school liaison officer's primary goals is to support Partnership in Education initiatives. These initiatives establish an effective partnership among parents, educators, and members of the community. When community partnerships are established, parental involvement increases and our schools receive the support they require to meet the academic needs of all students.

7. Supporting the SHCP program brings families, teachers, and other members of the community together to strive toward one shared goal—educational excellence and academic success.

B. B. BELL
General, USA
Commanding

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