



Resource 7

Half and Half Letters

Review these two sample half and half letters. How could you use these with families in your school and community?

Dear Parent(s),

We would like you to help us improve our school. On "Your Half", give us your suggestions about the idea or topic in "Our Half." Letting us know what you think helps us make the right decisions about our school. Thank you.

| OUR HALF | YOUR HALF |
|--|---|
| <p>Sample: Dear Families,</p> <p>As you know, we are thinking about having a "closed" campus next year. This means that juniors and seniors who leave campus for lunch and breaks would not be allowed to do so. All students would remain on campus until they are finished with classes unless they have parental permission to leave for a dentist appointment etc.</p> | <p>Please respond by completing this half and turning it into the school office.</p> <p>() In favor of idea () Not in favor of idea () Like idea, but needs _____ _____ _____</p> <p>Strengths of Idea: _____ _____ _____</p> <p>Weaknesses of Idea: _____ _____ _____</p> |

| OUR HALF |
|--|
| <p>Sample: Dear Families,</p> <p>Next year is New Mexico's year to select a new math series. Each school can select materials from a state list. We would like to improve our math program and are looking at materials that have research suggesting that they improve student understanding. We would like to know your thoughts and priorities in looking at new math materials. If we were to get new materials, what kind of information would you like to have about them?</p> <p>We would like to know how you feel about the math program. Please share your thoughts, opinions and ideas.</p> |
| YOUR HALF |
| <p>Signature (Optional): _____</p> |

Source: Preston, J. and Whipple, M. (1997)