

APPENDIX B



Whole child. Whole family.

Whole community.

2013-14

Information Handbook for Parents and Students

**1335 Calle Bouganvilla, Thousand Oaks, CA 91360
Phone: 805-492-3569**

www.bridgescharter.org

Parent Volunteer Commitment

Parent participation is an integral part of the BRIDGES Charter School experience. It is our hope that ALL families in the school have chosen BRIDGES for their children because they want to **actively participate** in a way that is valuable for their child(ren), the classroom, and the school at large. We also hope that ALL parents see volunteering as an opportunity to be an empowered member of our community, as opposed to it being a chore. The more responsible and proactive parents are in meeting their commitments, the less the school will have to manage this component, and the more time our staff will have to focus on the important task of educating our students.

Weekly Time Commitment

Each family is responsible for committing a minimum of 2.5 hours per week, per child, for grades 1-8. The Kindergarten requires one full day, 4 hours, per week. For families with more than two children enrolled, the maximum requirement is 6-hours. An extended family member or other trusted adult (18 and over) might be designated as the person to fulfill this time commitment, which amounts to about 10 hours per month, per child. Our volunteers best serve our children when actively involved in the classrooms.

All classrooms have a room parent in charge of volunteer coordination. Each classroom has volunteer procedures including a log for volunteer hours. You will be contacted by the room parent in charge of volunteerism to schedule your volunteer times and ensure that the hours you have worked are being logged properly.

Parents who work outside of their homes are asked to look into any arrangements that can be made with employers, such as a flex-time schedule, working through lunch time to make up for classroom time, and/or using accumulated vacation time. Many employers today support and acknowledge an employee's volunteer hours to their child's school. If you cannot help out in class at the school, please talk to your room parent for volunteers to make arrangements to help in a valuable and consistent way at home, or as an active member of a Parent Managed Cohort (PMC). Please remember that volunteering in the classroom supersedes volunteerism in PMCs.

Classroom Volunteering Requests

In all K-3 classrooms, and possibly in grades 4-8, parents will be facilitating center activities with groups of children, working one on one or in small groups with children, and assisting with supervision and safety. Additionally, in all classrooms, parents may be leading activities in an area of their expertise, helping in the morning with snack, assisting with copying, filing and organizing, driving and chaperoning on field trips, or helping the teacher in a mutually agreed upon way. Parents are encouraged to bring their knowledge, passions, and expertise when volunteering in the classroom.

If children are in the older grades, in-class help is still valued and needed, but not in the same way or to the same extent as in the younger grades. While the upper grades might not have as many center-based activities as grades K-3, these students will still need assistance in reading, writing, social studies, math, science, art, cultural studies, and enrichment. The upper grade teachers will arrange preferred time slots where parent help is most needed.

Besides arriving on time and consistently, it is important that you be fully present when volunteering in your child's classroom. Cell phone(s) must be off and we ask that you avoid having social conversations with other parents while leading groups or supervising students.

Siblings

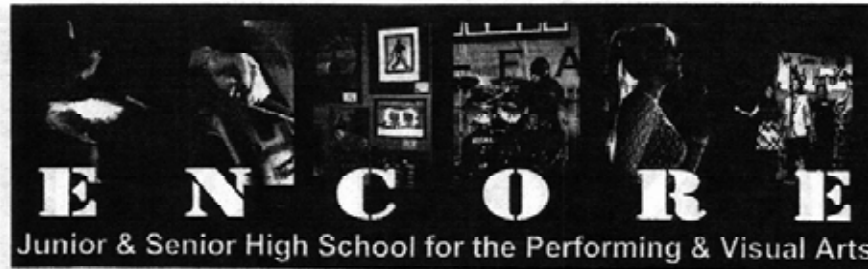
Bringing other children (younger or older siblings) onto campus while you are volunteering is not advisable. If you are volunteering in the classroom, we ask that you do not have younger children in the classrooms with you. Siblings often present a distraction to the classroom and the parent who is volunteering; there are also liability issues the school may face. Extensions is available for childcare for younger siblings on Mondays and Fridays in the mornings.

If you must miss your volunteer time/day: When you sign up for a volunteer time in ANY grade, your child's teacher will rely on you to be there consistently. If for any reason you cannot come, please find another parent to cover your time, or let the teacher know by phone or email in advance of the affected day to make other arrangements.

Please do not just send a note with your child, as these are sometimes forgotten or delivered at the last minute, and the teacher is then stuck with an unsupervised group or an incomplete activity she/he was not anticipating.

Parent Managed Cohort (PMC) Commitment

Each family is encouraged to participate in at least one PMC, even if already volunteering in the class. BRIDGES would not be where it is today without the active involvement of parents who were organized into efficient and competent committees, such as Fund Raising, Technology, Food, Gardening, Outreach, Performing Arts, Music, Grant writing, and more. There are many PMCs to choose from, and more will develop as needs and interests arise. Parents are encouraged to join a PMC of their passion and assist as much as possible. PMC Chairpersons will plan for and direct meetings, organize task lists, and generally lead the group to facilitate the development of an area of our BRIDGES Charter School vision. We are grateful for the tremendous commitment of those who have stepped up thus far as PMC Chairpersons.



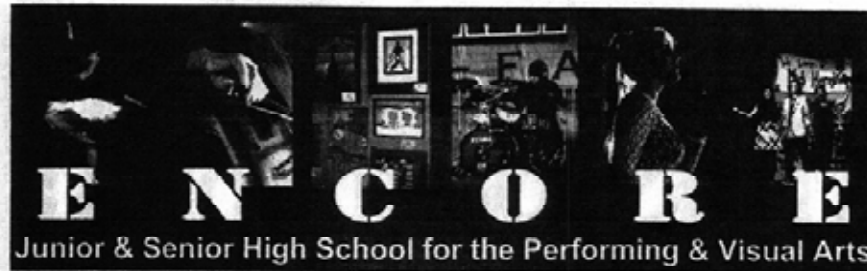
16955 Lemon Street, Hesperia, CA 92345. 760-956-2632. www.encorehighschool.com

PARENT AND STUDENT MANDATORY VOLUNTEER PROGRAM

Dear Parent/Guardian and Students,

As a condition of enrollment at Encore High School, every family is required to volunteer 8 hours per semester as a parent or guardian and 5 hours for every student. This helps keep campus costs down and keep families involved in what happens on the Encore campus. There are a variety of tasks that can be done to earn these hours. In order to claim these hours, a parent volunteer form must be completed, signed by a designated staff member from Encore then turned in to the front office for credit. Students should also complete a volunteer form and turn it in to the front office. All volunteer hours are recorded on the central information system. Families not available to volunteer hours can donate specific goods for volunteer credit. If a family does not participate in the volunteer program, they can lose their enrollment status for the following year.

The following are specific tasks that need to be done and can be signed up for to earn volunteer hours. Please complete the following form and return to the administrative offices at Encore High School. You can also fax this request form to the front office at 760-956-2282 or E-mail it to vp@encorehighschool.com. A member of the Encore staff will notify you of the task you have been chosen to be a part of. If you have any further questions please call 760-956-2632. Thank you in advance for your help.



16955 Lemon Street, Hesperia, CA 92345. 760-956-2632. www.encorehighschool.com

PARENT VOLUNTEER FORM

Name of student(s): _____

Parent / Volunteer Name: _____

E-mail: _____

Phone: _____

First choice Item #: _____

Second choice Item #: _____

Third choice Item #: _____

A MANDATORY 8 HOURS OF PARENT VOLUNTEER TIME IS REQUIRED EACH SEMESTER. THANK YOU IN ADVANCE FOR YOUR HELP.

STUDENT VOLUNTEER FORM

Name of student: _____

Parent / Guardian Name: _____

E-mail: _____

Phone: _____

First choice Item #: _____

Second choice Item #: _____

Third choice Item #: _____

A MANDATORY 5 HOURS OF STUDENT VOLUNTEER TIME IS REQUIRED EACH SEMESTER. THANK YOU IN ADVANCE FOR YOUR HELP.

In order to receive credit for volunteer time, a sign in sheet must be filled out and signed by an authorized member of the Encore staff.

\$20 worth of Donations equals 1 Hour of Time			
Item #	Donation List for Volunteer Hours	Quantity	Hours
1	2 Pocket Folders	50	1 Hour
2	3 Ring Binder	10	1 Hour
3	Any Gift Cards	\$20	1 Hour
4	Basket Ball	1	1 Hour
5	Blank CDs	spindle of 50	1 Hour
6	Case of Copy Paper	1	1 Hour
7	Case of Soda	3 cases	1 Hour
8	Case of Water	3 cases	1 Hour
9	Colored Pencils	6 boxes 24 count	1 Hour
10	Composition Book	10	1 Hour
11	Dodge Ball	1	1 Hour
12	Expo Markers	4 packs	1 Hour
13	Fabric	\$20 receipt	1 Hour
14	Fabuloso	2 gallons	1 Hour
15	Glass Cleaner	6 bottles	1 Hour
16	Glue Sticks	6 packs 4 count	1 Hour
17	Glue Sticks	3 packs 6 count	1 Hour
18	Hand Sanitizer 40 oz	3 bottles	1 Hour
19	Hand Sanitizer minis 3 oz - above	6 bottles	1 Hour
20	Hand Sanitizer minis 1 oz	15 bottles	1 Hour
21	Hand Soap	6 bottles	1 Hour
22	Highlighters	5 packs 6 count	1 Hour
23	Legal Pads all sizes	\$20	1 Hour
24	Notebook Paper Filler	4 packs	1 Hour
25	Paper Folder Dividers	4 packs	1 Hour
26	Pens	10 bags 10 count	1 Hour
27	Photo Paper	25 pages	1 Hour
28	Plastic Folder Dividers	4 packs	1 Hour
29	Post-It notes	\$20	1 Hour
30	Scotch Tape	10 rolls	1 Hour
31	Staples	\$20	1 Hour
32	Tissue Boxes	10 boxes	1 Hour
33	USB FlashDrive	2	1 Hour
34	Volley Ball	1	1 Hour
35	Volley Ball Net	1	2 Hours
36	Washable Markers	5 boxes 8 count	1 Hour
37	Wood #2 Pencils	2 boxes 72 count	1 Hour
38	Wood #2 Pencils	5 boxes 12 count	1 Hour
39	Trash Cans 7gal	2	1 Hour
	Donorschoose.org	\$20 donations	1 Hour
Gift Card Suggestions: Barnes and Noble, Amazon, Lowe's, Home Depot, Smart & Final, JoAnns, Michaels, Target, Staples, Walmart, Visa			
Any Items Are Equal To 1 Hour per \$20 With Proof Of Receipt			



2012-2013

Student Policy Manual

- Enrollment
- Instruction
- Rights and Responsibilities
- Health and Safety
- Parents
- School Advisory Council



Student Policy Manual

About this Student Policy Manual

The policies set forth in the Green Dot Public Schools Student Policy Manual (the “Manual”) were created to guide employees and families of students enrolled at school campuses managed by Green Dot Public Schools.

We hope this policy manual serves as a common sense tool that provides you with help in making Green Dot a successful workplace. The guidelines in this policy manual are intended to be as “user-friendly” as possible to provide insight into Green Dot’s culture, policies, and philosophies. Every situation is different, however, and individual circumstances often require individual solutions. Accordingly, this policy manual is not a contract. Green Dot may vary from any written guideline in the manual as necessary.

The policies designated with an asterisk* in the Table of Contents are recommended practices. All other policies are mandatory for all Green Dot Public Schools.

Updated April 2012

Policy Manual

Enrollment

Non Discrimination	A. 1.0
Admissions	A. 2.0
Lottery Procedures	A. 3.0
Student Transfers	A. 4.0
Wait List Management	A. 5.0
Homeless Student	A. 6.0
Over Age Students	A. 7.0
Returning Student Policy	A. 8.0
Withdrawal	A. 9.0
Student Records	A. 10.0

Instruction

High School Graduation Requirements	B. 1.0
Distinguished High School Graduation Requirement	B. 2.0
Commencement: High School*	B. 3.0
Middle School Promotion Requirements	B. 4.0
Grading Scale and Failed Courses*	B. 5.0
Grade Changes and Withdrawal Grades*	B. 6.0
Academic Honors*	B. 7.0
Academic Conferences, Progress Reports, and Report Cards *	B. 8.0
Transcripts	B. 9.0
Academic Integrity	B. 10.0
Special Needs	B. 11.0
Textbooks and Instructional Materials	B. 12.0
Required Testing	B. 13.0
English Language Development (ELD) Program: Reclassification	B. 14.0
English Language Development (ELD) Program: High School Placement Criteria	B. 15.0

Rights and Responsibilities

School Jurisdiction	C. 1.0
Attendance, Absenteeism, Truancy and SART	C. 2.0
Accommodations for Student Religious Practices	C. 3.0
Discipline	C. 4.0
Due Process	C. 5.0
Personal Property *	C. 6.0
Agency and Police Interrogation	C. 7.0
Search and Seizure	C. 8.0
Conflict Resolution *	C. 9.0
Solicitation by Outside Organizations	C. 10.0
Harassment and Bullying	C. 11.0
Photo Release and Consent	C. 12.0
Fees *	C. 13.0
Acceptable Use of Technology	C. 14.0
Athletic Eligibility	C. 15.0
Social Organizations	C. 16.0
Student Expression and Media	C. 17.0
Field Trips and Student Travel	C. 18.0
Work Permits *	C. 19.0
Lunch Application	C. 20.0
Uniform	C. 21.0

Health and Safety

Administration of Medication during School Hours	D. 1.0
Illness at School	D. 2.0
Injury and Medical Emergencies	D. 3.0
Communicable and Infectious Disease	D. 4.0
Blood Borne Pathogens	D. 5.0
Emergency Preparedness	D. 6.0
Home and Hospital Schooling	D. 7.0
Emergency Contact Information *	D. 8.0
Administrative Supervision	D. 9.0
Closed Campus	D. 10.0
Visitor Policy	D. 11.0
Barring Disruptive Persons	D. 12.0
Protective Eye Devices	D. 13.0
Immunizations	D. 14.0
Health Insurance and Medical Services	D. 15.0
Psychological and Counseling Services	D. 16.0
Confidentiality	D. 17.0
Child Abuse Reporting	D. 18.0
Comprehensive Sexual Education and HIV/AIDS Prevention Education*	D. 19.0
Condom Distribution*	D. 20.0
Pregnant and Parent Students	D. 21.0
Banned Substances	D. 22.0
Employees Transporting Students	D. 23.0
Classroom Pet Policy	D. 24.0
Wellness Policy	D. 25.0

Parents

Service Hour Requirement	E. 1.0
Student Privacy and Volunteer Confidentiality	E. 2.0
Volunteer Sign in and Verification	E. 3.0
Power School*	E. 4.0
Communication*	E. 5.0
Conflict Resolution: Parent/Guardian	E. 6.0

Governance

SAC Bylaws	F. 1.0
DELAC/ELAC Bylaws	F. 2.0

Physical Education	20 semester credits 2 years	Varies	Not required for UC or CSU admission.
College Prep Elective UC/CSU Requirement G	None	10 Semester Credits See description in UC and CSU Admission Requirement column.	10 Semester Credits (equivalent to one year-long course, or two semester long courses) This requirement may be satisfied in one of two ways: a) completion of one additional UC-approved "a-f" subject course; or b) completion of a course that has been specifically approved for the "g" elective area.
Green Dot Electives	90 Semester Credits May include: Additional College Prep Electives Physical Education Health Advisory College Prep/Readiness Technology Leadership Curriculum Skills/Intervention Other Electives	80 Semester Credits May include: Additional College Prep Electives Physical Education Health Advisory College Prep/Readiness Technology Leadership Curriculum Skills/Intervention Other Electives	Not required for UC or CSU admission.
Community Service	40 Hours (recommended)	40 Hours (recommended)	Not required for UC or CSU admission.
Parent Volunteer Hours	140 Hours	140 Hours	Not required for UC or CSU admission.
CAHSEE	School and State requirement	School and State requirement	Required
Apply to at least 3 4-year colleges	Apply for post high School options such as community college or Trade School	School requirement	Not required for UC or CSU admission.
Senior Project/Portfolio	School requirement (recommended)	School requirement (recommended)	Not required for UC or CSU admission.

Total credits for CA Minimum Requirements: 130 core + 90 electives= 220 credits

Total Credits for Green Dot Graduation requirements: 160 core + 80 electives=240 credits

Parent Policy

E. 1.0

Policy: Parent Service Hours

Parents of Ánimo students are responsible to contribute 35 hours of service to the school each year. Students may serve these hours. Hours may be set up with the office or completed in one of the many volunteering opportunities listed below.

Families with multiple students enrolled in a Green Dot school are only required to complete a total of 35 hour per year. For parents of students on multiple campuses, we recommend that the hours be split between the sites. Parents and students will be expected to complete 140 hours by graduation.

A record of parent service hours will be kept in the Power School system and an update on completed hours will be sent home each semester.

Volunteering

There are a number of ways parents can volunteer and demonstrate their commitment to the school. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically.

Possible volunteer activities to support the school include:

- Office support
- School Events (Back to School Night and Open House)
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Donating school supplies
- Educational hours outside the classroom
- Outstanding student participation and behavior
- Completion of stakeholder feedback surveys
- Civic Engagement
- Leadership activities such as serving as the parent representative for the School Advisory Council, PTSA, or participating in other school committees

Possible volunteer activities to support your child academically include:

- Classroom visits
- Classroom support
- Tutoring support
- Serving as a parent mentor

Green Dot Public Schools appreciates your participation as a parent volunteer and will make every attempt to match your interests and skills with projects or tasks that you are comfortable with.



Manzanita Charter Middle School

Student/Family Handbook 2013-2014

2925 Technology Court
Richmond, CA 94806
510-222-3500 office
510-222-3555 fax

www.manzy.org

- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

5. Good Standing

All families who have a child enrolled at Manzanita Charter Middle School have signed the Family Agreement Form. As this form emphasizes, enrollment at Manzanita is optional, and the structure of Manzanita relies upon the active contributions of our membership through participation (volunteering). In order to remain in good standing, all families must meet the requirements they accepted when signing the Family Agreement and enrolling a student at Manzanita Charter Middle School.

a. Good Standing Requirements

- 1) Parents/Guardians will attend 10 monthly membership meetings. In the event of an emergency or calendar conflict each family is permitted one excused meeting. A written note must be submitted to the School Registrar. Students should not attend membership meetings.
- 2) Parents/Guardians will complete 2 mandatory school cleanings. One of the required two cleanings must be completed by January 31st. The other must be completed by the last day of school.
- 3) Families will complete 96 hours of volunteer service throughout the year. A minimum of 48 hours must be completed by January 31st. 96 hours must be complete by the last day of school.
- 4) Students will attend school on a regular basis and miss no more than 5 non-medical days throughout the academic year. Documentation of medical absences should be turned in to the school office. A family may also submit a request for an Independent Study Contract and fully complete that contract to offset a long-term absence. Refer to Independent Study Policy.
- 5) 6th and 7th grade families who are not in good standing by January 31st will not be guaranteed admission for the following school year.
- 6) Any family not in good standing by January 31st will not receive priority admission for a sibling the following school year.

b. Additional Good Standing Requirements for 8th Grade Families

- 1) One cleaning must be completed by January 31st; both cleanings must be completed by May 1st.
- 2) 90 hours must be completed by May 1st.
- 3) 96 hours by the end of the school year to leave the school in good standing.

8th grade families who are not in good standing by May 1st jeopardize participation in 8th grade graduation activities (overnight, dinner, rehearsals and or ceremony).

No family is exempt from the above obligations. Meeting these obligations places a family in good standing. A family in good standing will receive priority admission for any returning student and for any sibling in the following academic year. Additionally, a family in good standing at the time their student graduates from Manzanita will be offered priority admission to any sibling applying in future academic years.

Any family that does not meet their participation obligations over the course of the academic year will lose their priority status for re-enrollment of a returning student, or priority enrollment of a

sibling. Applications from families who are not in good standing will be considered only if spaces remain available after returning families in good standing and new applicants in the various priority categories related to volunteering have been accepted.

If a family falls out of good standing after the late winter enrollment period and fails to remedy their status by the close of the academic year, a place may not be held for a new or returning student from that family in the following year. At the close of the academic year, the admissions chair and/or registrar will review the status of all families returning for the following year. If a family is not in good standing and there is a waiting list for the class in which a student from that family is enrolled, that space may be made available to a new applicant.

Due to the level of interest in our school, we anticipate that we will fill the majority of open spaces with individuals in the various priority categories. All families are advised to make every effort to remain in good standing to preserve their priority status.

c. Waiver Requests

A Waiver or Reduction Request may be obtained in the event a family faces extreme circumstances and or has limitations that prevent them from fulfilling its Good Standing obligation. Instructions for applying for a waiver are available in the school office. A waiver request will also be considered by the waiver committee for the attendance requirement.

d. Additional Participation Information

All parents and legal guardians are required to submit a list of the family members, friends and helpers who will assist the family in meeting its participation requirements for the year. This includes people who will be completing hours, cleanings or attending meetings. This requirement will allow the school to keep track of non-students on campus and assure that all adults have completed the required TB screening.

Volunteers must be 18 years or older to be on campus during the school day. Elementary age (or younger) children are welcome to visit, provided their parents/guardians can safely complete any volunteer tasks they take on during that time. Children must be middle-school age and up **to** earn hours after school and on weekends.

Parents/guardians are asked to make arrangements for the care of their student during membership meetings as meeting space is limited and the school does not provide supervision.

6. Comments, Praise and Concerns

Whatever your experiences at Manzanita, we really do welcome you letting us know what you think. If we're doing well then please let us know, if you think there is something we could improve upon then tell us so we can make a start. If you wish to make a comment, please complete a comment form and leave it in the Drop Box, which is located in the main hallway. Forms are available in the main office.

There are two ways in which issues that have caused you concern can be investigated, informally by completing the Praise & Improvement form and leaving it in the drop box located in the main hallway or through the formal Williams Complaint (procedures and rights are outlined below).

7. Williams Complaints Rights

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.



Vallejo Charter School Parent/Caregiver/Family Involvement Plan

[2012-2013](#)

Introduction

The interest and energy of parents/caregivers that helped create the Vallejo Charter School (VCS) will help it thrive. Research shows that family involvement is a crucial factor in successful learning. VCS is a cooperative enterprise: our families, teachers, principal, and staff share the responsibilities and the rewards of operating our school. Parents play essential roles in and out of the classrooms. Our families experience firsthand the school environment, become advocates for their children, and enrich the school community with their ideas, interests, talents, and resources. Family involvement is a key foundation of VCS as families are essential partners in the education of our students.

The VCS Parent/Caregiver/Family Involvement Plan has two separate components which are described in detail on the following pages. The first component, Student-Focused Requirements, lists the essential requirements for supporting your student(s) at home and at school. The second component, the VCS Volunteer Policy, states the volunteer commitment required of families of each student.

VCS is committed to setting up and supporting plentiful, diverse, and broadly-defined opportunities for parents/caregivers to participate in the education of their children. We thank you for being a part of our community and we look forward to the success of all of our students.

A.

B. Student-Focused Requirements

The **student-focused requirements** are absolutely essential from every family to ensure that students are getting the support that teachers and families believe is vital for each student's success.

Required Home Support

- Read Thursday Folders promptly every week; check backpacks daily for communication from school; complete permission forms by the date requested
- Create a literate environment at home by reading to child each night or ensuring that student reads each night
- Oversee homework - assist with homework or be aware of homework and its completion
- Ensure student is prepared for school. Make sure that student has necessary clothing, supplies, etc.
- Make sure student gets at least 9-10 hours of sleep each night
- Ensure student attends school regularly
- Support the school-wide [Student Achievement Plan \(strike this--to read: PBIS Plan\) the SAP has not yet been approved by staff; VCS has been implementing RC, Origins and our work with Dr. Jeffrey Sprague](#)
- Send only healthy snacks to school

Required School Support

- Attend all parent-teacher conferences and student-led conferences, including goal-setting conferences (if indicated by student's teacher)
- Attend *Family Night* Orientations, Back-to-School Night and Learning Celebrations,
- *Participate and attend Charter Council Meetings, School Site Council and English Language Advisory Council and monthly Coffee Mornings with the Principal*
- Plan for student to participate in all field work activities

C.

D. VCS Volunteer Policy

The school requires that all families support their students in learning at home and school, while also being involved in supporting the school itself. All VCS families are required to volunteer.

The volunteer requirements are as follows:

- **All VCS Families** shall volunteer a minimum of 20 hours per school year. Any person in the student's family may perform volunteer hours at VCS. If a person outside of the family will perform volunteer hours, that person or persons must be identified by October of each school year.
- **Families with Siblings:** Families who have more than one child attending Vallejo Charter School shall volunteer an additional 10 hours for the second child, and an additional 5 hours for each additional child.
- Families must sign a new Volunteer Commitment form each school year. The form will contain this policy and, once signed, be kept in the student files.
- The timeline for volunteering is defined as starting the **second Tuesday in April and ending the second Monday in April of the following year**. The Charter Council recommends that families complete at least 50% of their required hours by January 15 of each school year. *(this description is not clear to me--let's re-write this section. Thank you).*
- **At the beginning of each school year**, a list of family involvement opportunities will be provided to each VCS family. The opportunities will include a variety of activities including some which can be done at home and some which can be done at VCS during the evenings and weekends. Refer to **Appendix A** in this policy for a list of ongoing opportunities.
- Families must make every effort to complete their hours by April. Families who have not completed their hours will be required to re-apply for the following school year if they wish to have their child/children continue to attend Vallejo Charter School. Applications to re-enroll will be considered along with all other applications with no priority for enrollment.

Volunteer Hours for Siblings

<i>Family Makeup</i>	<i>Minimum # of Required Hours per year</i>	<i>Total # of Hours per school year</i>
Families with two students attending VCS	1 st student: 20 hours 2 nd student: 10 hours	30 hours
Families with three students attending VCS	1 st student: 20 hours 2 nd student: 10 hours 3 rd student: 5 hours	35 hours
Families with four students attending VCS	1 st student: 20 hours 2 nd student: 10 hours 3 rd student: 5 hours 4 th student: 5 hours	40 hours

C. [Donation of volunteer hours](#)

[If a family wishes to donate an excess of volunteer hours to another VCS family, it must be approved by the VCS Principal before April 1 of the current school year. No more than five \(5\) hours can be donated for this purpose.](#)

Appeals & Plans of Completion

VCS recognizes that there are many different situations and challenges and that volunteering may be difficult. VCS has a parent volunteer, called a **Family Volunteer Lead**, who is available to help families be successful and to coordinate the numerous volunteer opportunities each year. **All families are encouraged to seek out the Family Volunteer Lead if they have any questions about their volunteer requirements, or if they are experiencing special circumstances that make it difficult to complete the required hours.** It is the goal of VCS to work with all families to ensure the best success for them and their children at VCS. Please refer to **Appendix B** for the process by which volunteer hours are tracked and the timeline for each year.

In situations where it has been impossible for a family to complete its required hours within the established time-frame, the family must submit an appeal letter and plan of completion to the VCS Principal and a committee appointed by the Charter Council in order to maintain their enrollment at VCS without re-applying.

The committee shall be comprised of members of the VCS community who are not parents of students in the school. Appeals shall be considered favorably if the committee finds that 1) a family hardship existed that year which made it impossible for the family to complete its responsibilities; or 2) a family had met part of the expectations on a regular basis until an emergency occurred.

The committee may, once it determines that the family is committed to meeting the expectations for family involvement in the future, act on the appeal including but limited to one of the following ways:

1. Waive the requirement for that year for the appealing family;
2. Require that the family make up the missed hours by the date of the lottery for the current school year
3. Add the incomplete hours to the volunteer commitment for the following school year

The committee shall deny all appeals that do not provide evidence of the family's commitment to meeting the expectations for family involvement in the future.

Families that have not completed at least half of the volunteer hours by January 15, and who do not think they will be able to complete them before the April 1 deadline, **must submit an appeal letter and plan of completion.** Appeals and plans of completion may be written, and submitted for consideration, based on the guidelines below:

- All appeals and plans of completion must be written and submitted by March 15. They will be reviewed and VCS families will be notified 30 days after receipt of the letter and plan of completion.

VCS Parent/Caregiver/Family Involvement Plan – [DRAFT revisions for 2012-2013](#)

- While appeal letters will be taken into consideration, it will not ensure enrollment for the next school year. VCS Families will be notified of enrollment status within 30 days of submitting an appeal letter.
- Those families that fail to submit appeal letters by [March 15](#), or that fail to contact the school or Volunteer Lead to discuss the issue will be notified via certified [mail two weeks prior to the lottery](#) that they will be required to re-apply to the school.

Thank you in advance for all of your hard work and dedication.

Appendix A - Examples of Volunteer Opportunities

VCS offers a broad range of opportunities for families to participate - during the school day and on evenings/weekends. This allows family members to support the school in ways that are convenient and that capitalize on each person's special talents and pursuits.

Listed below are many suggestions for fulfilling the volunteer requirement. **These lists are not exhaustive and VCS welcomes community suggestions for additions to the lists.** In addition, families should check with their student's teacher for ideas. The teachers have many ideas for volunteering - the list below is just the beginning! In addition, the Family Volunteer Lead announces volunteer opportunities as they arise during the year.

Options for family involvement in student or classroom-specific activities:

- Be a Room Parent - includes organizing snack and coordinating class tasks
- [Prep work and other tasks depending on teacher needs](#)
- Help in the classroom
- Plan fieldwork, help with expedition research for fieldwork
- Go on fieldwork
- Complete book orders
- [Fill Thursday Folder](#) weekly
- Assist with classroom maintenance
- Assist with classroom preparation during the summer
- Assist with classroom clean up as needed
- Assist the teacher with research or computer work

Options for family involvement in school community:

- **[Highly Recommended:](#)** Attend meetings (PTO, [Arts Council](#), Charter Council)
- Be a Parent/Teacher Organization (PTO) committee chair or active committee member
- [Serve as a VCS Charter Council member](#)
- Serve on a sub-committee of the Charter Council
- Provide child care for meetings
- Help in the VCS library
- Help with Celebration of Learning or other events
- Plan Extracurricular social events
- Lead after-school clubs
- Help in the lunchroom
- Assist with recess
- Lead or Join a VCS Crew

Options for family involvement off site:

- Plan fieldwork, help with expedition research for fieldwork
- Go on fieldwork
- Provide snacks for staff meetings
- Correct papers for teacher at home
- [Prep work and other tasks depending on teacher needs at home](#)
- Assist the teacher with research or computer work
- Provide donations (Maximum 5 hours for time spent, not donation value)
- Make phone calls from home for VCS staff or crews
- [Research grants and fundraising opportunities](#)

Appendix B - Notification Process for Incomplete Hours

[Grade level binders](#) are kept in the school office for families to log their volunteer hours. The Family Volunteer Lead is charged with tracking the hours and calculating the progress of families as they complete their volunteer commitment. Families may contact the Volunteer Lead to verify hours any time during the school year.

The process for Notification of Incomplete Hours is:

- In the Thursday Folders on the [first Thursday](#) after Winter Break, a **general reminder notice** will be given to all families to take a look at their hours to date and to note that the volunteer hours must be completed by [the second Monday in April](#). All families will be encouraged to seek out the Volunteer Lead if there are any questions or concerns about fulfilling the commitment.
- By the [third Thursday](#) after Winter Break - after the general reminder to the whole school - **notices to families with 10 or fewer hours** – along with an accounting of the actual total – [will be distributed](#). These families will be asked to sign and return an acknowledgment of receipt of this notice. The Volunteer Lead will track the responses and will follow up with families that do not return the acknowledgement.
- If families feel they cannot meet the requirement by April, they have until [March 15](#) to submit a letter of appeal and plan of completion to the Principal in order to address the issue and identify any difficulties that may have arisen that prevent them from meeting the commitment and the family's proposed resolution. The principal will acknowledge receipt of the letter with a phone call.
- The Charter Council will convene a committee to read the letters and determine a response to the appeals. Families will be notified [within 30 days of receipt](#) of the result of their request. Those families that fail to submit appeal letters by [March 15](#), or that fail to contact the school or Volunteer Lead to resolve any difficulties will be notified by **certified mail by April 20** that they will be required to re-apply to the school. Information about the deadline for submitting applications for enrollment for the following year and the lottery process will be included in this letter. No further notification or contact will be made.

Annual Timeline - Summary

- [Second Tuesday in April until Second Monday in April](#): Time frame for completing hours for each school year.
- January [15](#): Date by which at least half of the volunteer hours should be completed.
- [Third Thursday](#) after Winter Break –families with fewer than 10 hours will be [notified of the total number of hours completed](#), with a requirement to sign and return an acknowledgement of receipt.
 - Volunteer Lead follows up with non-responders
- [March 15](#) – Appeal letters and plans of completion due to VCS Principal.
 - [Principal shares results of the request within 30 days after receipt](#).
- Two weeks prior to the lottery – Certified letters sent to those families who will be required to re-apply due to failure to complete required volunteer hour commitment.
- 1 week before the lottery - Application deadline for enrollment for next school year with the specific date to be determined by November 1 each school year.

PARENT/CAREGIVER ACKNOWLEDGMENTS
2011-2012 School Year

I/We have read and understand the Vallejo Charter School Parent/Caregiver/Family Involvement Plan.

I/We agree to abide by the terms of the Plan.

Parent Name (please print)

Parent Name (please print)

Signature

Signature

Email address: _____

Student(s) Name(s) (please print):

Grade Level:



Buckingham Charter Magnet High School

2013-2014

Request for Hours Exemption

You may request a partial or full exemption from your Parent Service Hours Commitment. These exemptions are reserved for illness, childbirth and unforeseen circumstances that would reasonably prevent you and/or your family from maintaining your hours commitment.

I (name) _____ hereby request from the SHIELD Parent Board and BCMHS Administration an exemption from our Parent Service Hours commitment due to:

Use reverse side if necessary...

I am requesting an exemption for (NUMBER OF HOURS) _____

(Service hour requirement per family is 5 hours/semester or 10 hours/school year)

At the termination of this exemption, I fully understand that it is my obligation to continue with the Parent Service Hours requirement of Buckingham Charter Magnet High School as stated in the "Buckingham Charter Magnet High School Student and Parent Handbook."

Parent/Guardian Signature

Date

Exemption..... approved _____ denied _____

SHIELD Board President's Signature

Date

Buckingham Principal's Signature

Date

**CHARTER RENEWAL
FOR
ELISE P. BUCKINGHAM CHARTER MAGNET HIGH SCHOOL
VACAVILLE UNIFIED SCHOOL DISTRICT**

I. The Last Five Years

Origin

Vacaville Independent Charter School—California’s 56th charter school—was originally chartered on May 19, 1994 by the Board of Trustees (Board) of Vacaville Unified School District (VUSD or District). Following a student presentation to the Board, the school was renamed Elise P. Buckingham Charter School. Phenomenally successful, BCMHS was the first charter school to be awarded a Digital High School Grant by the California Department of Education (1997). Buckingham successfully renewed its charter in 1999 as an independent study charter serving approximately eleven hundred K-12 students. Subsequent to a material charter revision, in September 2003 Buckingham Charter Magnet High School (BCMHS or charter school) welcomed three hundred students as a 9-12 site-based, small high school, focused around a college preparatory curriculum for all students. The previously developed Visual & Media Arts program was retained to provide a unique elective curriculum and to help attract a diverse student body. In spring 2005 BCMHS was granted a six-year accreditation from the Western Association of Schools and Colleges.

In fall 2005, VUSD’s Superintendent directed Buckingham’s administrator to form a group representing all core stakeholders to discuss critical issues facing BCMHS and VUSD, the future of the school within the district, and charter renewal. Comprised of credentialed and classified staff, parents, students, community members, site and district administrators, and school board members, the group engaged in both issue-specific discussions and Board-directed Strategic Planning sessions with the final intent of writing a charter that more seamlessly integrated the school into Vacaville Unified School District, yet preserves the unique nature and culture of BCMHS. The resulting charter was approved by VUSD’s Board of Trustees on April 17, 2008.

BCMHS shall seek to resolve student and parent disputes in accordance with Board policies, administrative regulations, intra-agency directives, and charter school procedures. If requested, the charter school Administrator shall provide a student or parent with a written statement documenting the findings of fact and determination. All dispute resolution decisions are subject to review by the Superintendent.

Parent Participation Requirement

Parental involvement is understood to be a significant contributor toward a student's success in school and the state Education Code allows for alternative programs that require parent volunteer hours (CA Ed. Code 51120-51121(a-e); 58500-58512). With this in mind each Buckingham family is required to contribute a minimum number of service hours per school year as specified in the "Student and Parent Handbook" to support the students, the school and its programs. The Handbook also specifies how the hours may be served and what portion of the service hours may be contributed through donations. Failure to complete the service hour requirement may result in revocation of the Enrollment Master Agreement and student dismissal.

A family experiencing a hardship which affects its ability to meet the service hour requirement may request a temporary waiver of the parent volunteer hour requirement. A Waiver Form is available from the Shield Board President or charter school administrator. All information is kept confidential between the families requesting the waiver, the Shield Board and the charter school administrator.

Attendance

A student's failure to maintain attendance per state law, VUSD policy and administrative regulations and Buckingham attendance policy will result in the following actions:

- After five (5) unverified or unexcused absences or trancies per year, the BCMHS Attendance Office will send the parent/guardian an Attendance Letter.
- A second Attendance Letter will be sent to a student's parent or guardian after ten (10) unverified or unexcused absences or trancies per year.
- A third Attendance Letter will be sent to a student's parent or guardian after fifteen (15) unverified or unexcused absences or trancies per year. A third Attendance Letter will also result in an Intervention Action Plan (see below).

Guidelines for Parent Service Hours

Buckingham Charter Magnet High School

Thank you BCMHS parents for participating in our Parent Service Hours Program. Please be sure to register on PTO Manager to establish a parent service hour account (go to the “Parent Hours” tab on the Buckingham website and select “Step-by-Step Instructions for Parent Hours” for registration instructions). Once you have registered, please open the “Parent Participation Record (PPR)” document and print it out. This form must accompany any donation (monetary, supplies or volunteer hours) and must be submitted to the appropriate individual. See below for detailed instructions.

1. There are **four ways to have service hours credited** for fulfillment of your 10 service hour requirement:

- I. **Monetary donation to Buckingham YIMF/SHIELD** – this can be either cash or check and is used to purchase items that are approved by the SHIELD Board for our school and students.
- II. **Monetary or Supply to BCMHS** – this can be cash, check or physical items requested by teachers. This donation can be given directly to a teacher for classroom use. The teacher will receive the donation **ALONG** with the PPR (Parent Participation Record) form. The teacher will sign the PPR form and return the form and any money to the main office for processing. Any monetary donation will be recorded by the teacher on a VUSD deposit slip and given to the office for deposit to the specific teacher/classroom account.
- III. **Monetary or Supply to ASB** – this can be cash, check or physical items donated to a specific Associated Student Body club/team with a charter on file with ASB. This money should be given to the club advisor, coach or directly to Ms. Dosker in the office. She will prepare a receipt and the ASB club advisor will prepare an ASB Incoming Funds form and process it through the weekly ASB meeting. The money will be deposited directly into the specific ASB account and can be used for club expenses once approved by the ASB Student Leadership team.
- IV. **Service hours** - volunteering time through a variety of events (athletics, theatre, music, campus work days, filing, etc.) These hours must be pre-approved by the appropriate individual. A PPR must be completed by the parent volunteer and signed by the advisor/staff member in charge of the particular event. Signed PPRs should be turned in to the Main office front desk.

Please follow these guidelines and go to the “Parent Hours” tab on the Buckingham website for Parent Participation Records (PPRs) and further information.

2. The BCMHS Parent Service Hours Program is administered by the parent organization, SHIELD, and each family must contribute a minimum of 10 hours per school year.

3. Hours should be entered on a Parent Participation Record (PPR) and submitted to the front office. Keep a copy for your records.

4. Parents should make every effort to work throughout the year. Families must complete the first 5 hours by **January 10** and complete their 10 hour requirement by **May 16**. A record of service hours accrued to date by parents/guardians will be sent home routinely for review and verification.

5. If you have arranged to help with end of the year activities (those occurring after **May 16**) please make a note on your last PPR. Include the name of the activity, the date, how many hours you will be working, and a staff signature.
6. All or part of your 10 hours may be contributed through donations. Donations are calculated at a rate of \$20 per hour. You may pay directly for your hours (a check payable to Buckingham YIMF/SHIELD), donate items needed for the school or classroom supplies, or a combination of the two. Attach your check or receipt to your PPR. If you donate cash you may not specify how it will be spent.
7. Hours must be worked by parents, guardians or adult members of the family only, and hours may not be transferred to another year or to another family.
8. If you are unable to work during your designated time, PLEASE contact the event leader or call the school office to leave a message for the person expecting you.

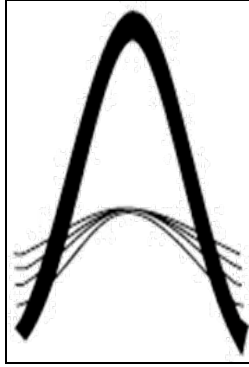
Examples of Approved Activities

Hours will be given for:

- | | |
|---|------------------------------------|
| 1. At home work for teachers | -length of time worked |
| 2. Baking | -1 hour per dish or batch/3dozen |
| 3. Donations of <u>requested</u> class/lab supplies | -\$20/hr; attach receipt |
| 4. SHIELD committee work | -length of time worked |
| 5. Driver for field trip, athletics, etc. | -driving time |
| 6. Theater help, supervision, tickets | -time worked on campus |
| 7. Helping with athletics, stats | -time worked |
| 8. Attend SHIELD meetings, | -1 hour per meeting |
| 9. Traffic direction, lunchtime supervision | -time spent on campus |
| 10. Office help | -time worked |
| 11. Campus beautification | -time worked |
| 12. BBQ, dances, fundraisers | -time worked |
| 13. Building and Field maintenance | -time worked/cost of supplies |
| 14. Window coverings | -time and cost of materials |
| 15. Plants in planters | -time and cost of materials |
| 16. Hala's Helpers/Campus monitoring | -time worked on campus |
| 17. Grants researched/applied for | -time worked / grant applied for |
| 18. Set-up and take-down for events/sports | -time worked |
| 19. Assisting clubs | -time worked on campus |
| 20. Coordinating volunteers | -time worked |
| 21. Decorating | -time worked and cost of materials |
| 22. Career/College Fair organization | -time worked |
| 23. Guest speaker | -time worked in classes |
| 24. Gift basket preparation | -cost of contents/keep receipts |
| 25. Special skills (construction, music, etc.) | -time and materials |

Hours not given for:

- Carpooling to or from school
- Driving only your student to or from an event
- Attending events but not providing assistance as committed
- Hours spent preparing food or shopping for donations
- Attending Back to School Night, Parent Conferences, or Enrollment Nights



Academia Moderna Charter School

PARENT-STUDENT HANDBOOK

Last revised August 2012

“A world-class education for every student”

PARENT INVOLVEMENT

PARENTAL RIGHTS

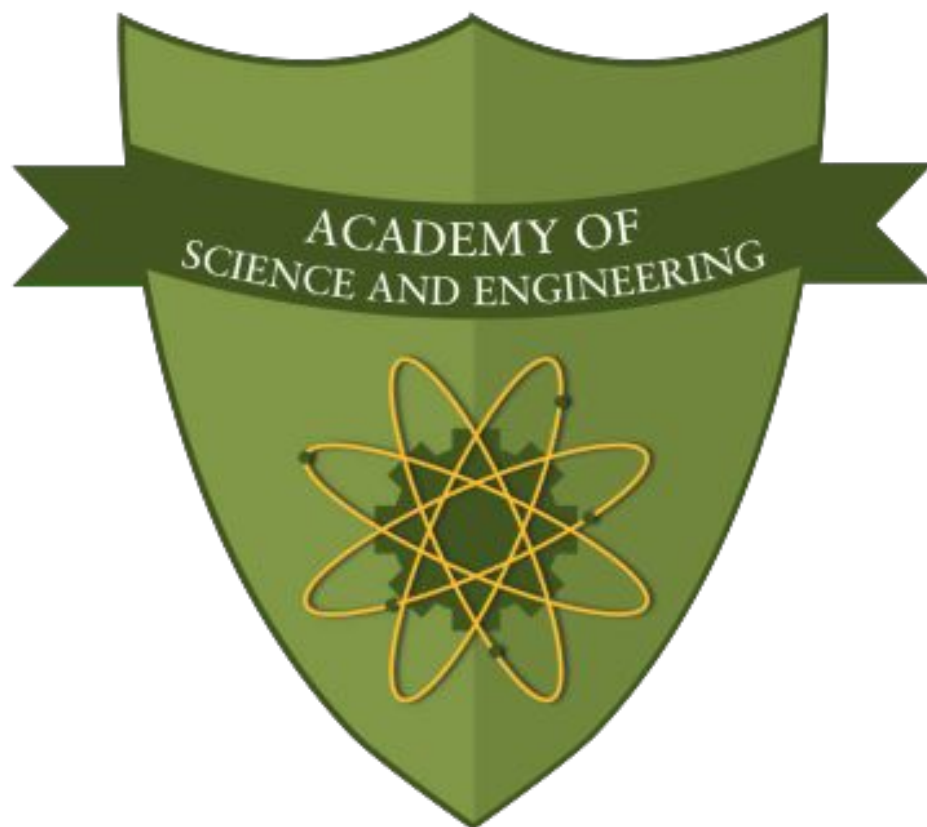
Educational Code Section 51101 provides that parents/guardians of pupils enrolled in public schools have the right to work together in a mutually supportive and respectful partnership with schools to help their children succeed. Parents/Guardians have the right to:

- Observe the classroom(s) in which their child is enrolled or will be enrolled.
- Meet with their child's teacher(s) and the principal.
- Volunteer, under the supervision of school employees, their time and resources for the improvement of school facilities and programs.
- Be notified if their child is absent from school without permission.
- Receive the results of their child's performance on standardized and statewide tests and information on the performance of the school.
- Request a particular school for their child and to receive a response (the District is not required to grant the request).
- Have a school environment for their child that is safe and conducive for learning.
- Examine the curriculum materials of the class(es) in which their child is enrolled.
- Be informed of their child's progress in school and of the appropriate school personnel to contact if problems arise with their children.
- Have access to the school's records of their child and to question anything that they feel is inaccurate, misleading or is a violation of the student's privacy rights and to receive a response from the school.
- Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
- Receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- Participate as a member of a parent advisory committee, school site council, or site-based management leadership group, in accordance with any rules and regulations governing membership in these groups.

PARENT INVOLVEMENT

State Board of Education Policy #89-01

A critical dimension of effective schooling is parent involvement. Research has shown conclusively that parent involvement at home and in their children's education improves student achievement. Furthermore, when parents are involved at school, their children go further, and they go to better schools. Academia Moderna parents must comply with attendance at mandatory meetings and 20 annual volunteer hours per family, parents who fail to comply with parent school obligations will place their child/children's placement for the following school year at risk.



PARENT & STUDENT HANDBOOK 2013-2014

**Academy of Science and Engineering
4126 South Arlington Avenue
Los Angeles, CA 90008
Phone: (323)545-1100
Fax: (323)545-1102
www.discoverase.net**

Innovation & Excellence

Parents' Right to Know: Federal *No Child Left Behind (NCLB)* guidelines mandate that schools inform parents of their right to ask the qualifications and credentials of teachers who instruct students in core classes. Parents are also entitled to know the qualifications of paraprofessionals (instructional aides) who are working in the classroom. Schools are required to inform parents whose classroom teachers do not meet NCLB requirements.

Parent Concerns About Staff or Program: Questions regarding ASE's curriculum, school rules, or the professional conduct of any ASE employee can be addressed by making an appointment with a Principal. Any concerns you may have regarding the Co-Principals can be addressed by making an appointment with the ASE School Board Chair. Any concerns you may have regarding a Central Office Staff Member can be addressed by making an appointment with the ASE School Board Chair.

Procedure for Resolving Parent/Guardian Conflicts: ASE recognizes its responsibility for ensuring compliance with applicable state and federal laws and regulations governing educational programs. Parents/guardians understand that ASE has its own Board of Directors that is separate from the Los Angeles Unified School District's (LAUSD) Board of Education. Parents/guardians also understand that LAUSD will not intervene or become involved with any internal disputes unless it has reason to believe that such disputes involve the violation of the school's charter or any applicable laws. In all other cases, LAUSD will refer such complaints to the charter school's administration or Board of Directors. Therefore, parents/guardians agree to follow the procedures below to resolve conflicts in a timely manner:

1. The parent/guardian will make an appointment and meet with the Principal.
2. If the conflict is not resolved, the parent/guardian will meet with the Chief Operating Officer.
3. If the previous two steps fail to arrive at a resolution, the parent/guardian may submit their concern in writing to the Board of Directors (the parent/guardian may receive assistance with writing, if desired). The parent/guardian must also attend the board meeting during which the Board of Directors will review the parent's/guardian's written complaint. The parent/guardian can prepare a 2-minute oral presentation to present to the Board of Directors during this board meeting. The Board of Directors will discuss the issue and render a decision. All decisions made by the Board of Directors are final.

PARENT INVOLVEMENT

Parents and guardians are encouraged welcomed and expected to be involved in the education of their children enrolled in public schools. Parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit.

Parents are required to complete 20 hours of parent volunteer hours per year. Here is a partial list of activities for which parents may receive parent volunteer hour credit:

- Back-To-School Night
- Open House
- Parent Conferences
- PTSA Meetings
- Chaperone a Field Trip
- Write a Thank You Letter to a Teacher
- Take your child to see a college/university with an official admissions tour
- Attend Orientation
- Translate Documents
- Help Clean the School
- Main Office/School Support
- Before/After School Supervision
- Campus Maintenance/Facilities Support
- Supervise/Assist with ASE Seminars

The Parent Teacher Student Association (PTSA) is a vital part of our ASE community. Parents are strongly encouraged to join and support the PTSA. PTSA meetings are held the 3rd Thursday of each month in September, November, January 2014, March 2014, and May 2014. Elections are held annually at the March meeting. The PTSA Executive Board consists of a President, Executive Vice President, Vice President of Membership, Recording Secretary, Treasurer, Financial Secretary, Historian, and Auditor. *A Corresponding Secretary and a Parliamentarian are appointed by the President. PTSA Executive Board meets the 1st Saturday in September, November, January 2014, March 2014, and May 2014.

**SANTIAGO CHARTER MIDDLE SCHOOL
PARENT VOLUNTEER INFORMATION FORM
(1 PER FAMILY)
INVOLVED FAMILIES = HIGHER ACHIEVING STUDENTS**

STUDENT (Last) _____ (First) _____ GRADE: _____

STUDENT (Last) _____ (First) _____ GRADE: _____

HOME PHONE: _____ E-MAIL: _____

MOTHER / GUARDIAN: _____

FATHER / GUARDIAN: _____

This information is for our database. Please check the areas in which you would like to participate in order to fulfill your 12 service hours. From this information the PTSA volunteer coordinator will contact you (mostly by e-mail) when volunteer opportunities arise. Also look for volunteer opportunities in the Santiago Newsletter available on the website and our facebook page. **Like us on Facebook – Santiago Charter School PTSA!**

☐ **8th Grade Promotion Party Donation** (this is the biggest event for 8th grade, the total cost of the promotion party is about \$6,000. For every \$10 donated you will receive 1 service hour credit. Additional information will be coming home soon)

☐ **8th Grade Promotion Party Assistance**

☐ **Business that could provide a service or product** (painting, printing, plumbing, etc.)
Service or product: _____

☐ **Laundry** (P.E. & Health Office)

☐ **Chair Position** (see welcome letter for details) _____

☐ **Assistance on committee** _____
i.e. – teacher appreciation week, boxtops, school dances, recycle, ice cream, etc.

LIKE US ON FACEBOOK – SANTIAGO PTSA
**THERE YOU WILL FIND UP TO DATE INFORMATION ABOUT EVENTS AND OTHER
SCHOOL RELATED ITEMS!**



Sanger Academy School Compact
The purpose of this Compact is to ensure that all parties are committed to promoting core values of honesty, integrity, trust and the pursuit of academic excellence.

Student Name: _____ Grade _____ Parent(s) Name: _____

As a Parent/Caregiver I pledge to:	As a Sanger Academy Student, I pledge to:	Sanger Academy Pledge:
P1. Support my child by ensuring that he/she attends school daily and arrives to school on time.	S1. Attend school on time. S2. To maintain an attendance rate of 97% or better throughout the school year.	A1. Sanger Academy will provide a curriculum that accesses all of the intelligences that students possess.
P2. Have my child dress according to the Sanger Academy Uniform Policy.	S3. Dress according to the Sanger Academy Uniform Policy.	A2. Inform parents of the school and classroom policies for homework, discipline and attendance.
P3. Volunteer at least 10 hours of time during the school year to assist in school functions (field trips, carnivals, fundraisers, school supervision, classroom assistance).	S4. Complete and return homework at least 85% of assignments on time. S5. Have a positive attitude towards self, others, school, and learning.	A3. Communicate with parents regularly regarding each child's progress.
P4. Provide a quiet place for my child to study at home.	S6. Accept responsibility to do my best to learn.	A4. Respond in a timely manner to questions or concerns from parents.
P5. Support and reinforce the school's conduct, discipline and attendance policies.	S7. Not interfere with the rights of others to a safe and positive educational environment.	A5. Respect and value the uniqueness of each child.
P6. Consistently monitor my child's assignments and academic progress.	S8. Help keep my school environment clean and safe.	A6. Sanger Academy will provide assignments that will be an extension of what is learned in the classroom and not merely "busy work" or untaught concepts.
P7. Read all school communications and return request for information promptly.	S9. Deliver school communications and corrected work to my parent(s)/guardian(s).	A7. Help children to resolve conflicts in positive, non-violent ways.
P8. Have my child attend <u>Sanger Academy for the entire school year.</u>	S10. Obey all technology use rules. S11. <u>To attend Sanger Academy for the entire school year.</u>	A8. Solicit parent and community input, through meetings, interviews, questionnaires and surveys.
Parent/Caregiver Signature _____ Date _____	Student Signature _____ Date _____	As Principal, I, _____ represent all Sanger Academy School staff in affirming this contract.

NOTICE

Sanger Academy students who are suspended are subject to Sanger Unified School District disciplinary policy and procedures. Sanger Academy parents are required to meet volunteer pledge by attending at least one meeting of the following: PTA, Charter Parent Advisory, English Learner Advisory, Music or Art booster meetings. Sanger Academy students/parents who consistently fail to meet the compact requirements will be considered for transfer back to their home school at the end of the school year.

Abernathy Collegiate Charter School

Parent and Student Handbook 2013-2014



This document is intended to help you navigate your path through ACCS. Please use it as a resource, and always be sure to check the school website (www.abernathycharterschool.com) and consult with your teachers and/or administrators if something is unclear.

ACCS MISSION AND VISION

Abernathy Collegiate School is a public charter school whose mission and vision is to provide exemplary, standards based college preparatory education for public middle and high school students. Our vision is to offer any student the same quality of education offered by the most academically distinguished schools in California. Our graduates will be prepared to enter and thrive at the world's finest colleges and universities.

The founders of ACCS believe in a curriculum that inspires critical thinking with a world view consistent with United States founding principles. In current curricula used around the state, there is an absence of teaching students how to use the information they learn for problem-solving and critical thinking. The ACCS curriculum will teach students how to think and reason critically, as well as provide a substantive base of knowledge, resulting in a well-rounded, culturally literate individual.

Students at Abernathy Collegiate Charter School will strive for excellence in academics, character, and extracurricular activities. It is the responsibility of teachers not to expect anything less than excellence. For instance, students who turn in an essay with easy to find grammar and typographical errors will be required to redo the assignment. From writing a well-written five-paragraph essay to sportsmanship on the soccer field, students will strive to do everything with excellence. By consistently striving for excellence, students are preparing themselves to enter a community in college where excellence will always be demanded. Paying attention to the details and constantly striving to do something better will separate ACCS graduates from many other students across the country.

We believe that the single most important factor for students' success is the quality of their teachers. Research shows that teachers who rank in the top 25% of effectiveness make gains that are four times more than those of teachers who rank in the bottom 25% of effectiveness. Our ambitious goals can only be attained if we recruit, select, and hire a faculty that will work tirelessly and strategically to ensure that students read and write with fluency and comprehension, compute with accuracy, and apply those skills to the world around them.

Social promotion, commonly defined as advancing forward a student who is failing for largely social reasons (to the student or to the parent) to repeat a year, is widely recognized to be a public policy failure; it does not serve the student, the other pupils, or society as a whole. Abernathy Collegiate Charter School will maintain academic accountability for all, and students who fail required classes will repeat them. Every reasonable effort will be made to identify and assist struggling students before they have to repeat a course. This includes use of study hall and extended learning tutorial programs.

Students, parents, and staff at Abernathy Collegiate Charter School will make a choice to be part of the school community. No student will be forced or assigned to attend the Charter School. Students who choose to enroll at ACCS will commit to meeting the high academic and behavioral expectations of an ACCS student. Parents who choose to enroll their students at ACCS will commit to supporting their child through their school experience. Staff members who choose to work at ACCS will commit to doing whatever it takes to ensure 100% of students enter and succeed in the nation's finest four-year colleges and universities. By making the choice and commitment to be part of the school community, students, parents, and staff at Abernathy Collegiate Charter School will play an integral role in the Charter School's success.

student shall remain in the education placement determined by ACCS pending the results of the evaluation.

ACCS shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

VI. PARENT AND STUDENT REQUIREMENTS

Research indicates that when parents are involved in the education of their child, the child's success in school dramatically increases. ACCS seeks to create a school environment that invites family participation and involvement and that works as a community united in a common purpose. In order to create a strong school community where every child can reach his or her fullest potential, each family must be involved at the school.

VOLUNTEERS AND PARENT ACTION COMMITTEES

Once a child is admitted to the school, his or her family is encouraged to sign up with one of the school's parent action committees. It is by working on these committees that most parents will complete their recommended parent participation hours. Possible committees include Fundraising Committee, Academic Mentoring Committee, Landscape and Garden Committee, Building Maintenance Committee, Community Service Committee, Technology Committee, Art and Music Committee, Business Partnerships Committee, Teacher Support Committee, recreation/sports committee, and Parent Relations Committee. The principal of the school will oversee the work of these committees. Where appropriate, especially in the higher grades, students will be invited to participate on these action committees in an effort to involve students in the on-going operations of the school.

FAMILY VOLUNTEER HOURS

One Board member serves as co-chair of the Parent Volunteer Association (PVA) and reports to the Board the input, feedback, or concerns of parents and the PVA as is relevant to board discussions or action. The PVA, of which each parent is a member, supports the Charter School by organizing fundraising and social/cultural events for students, encouraging parent volunteer service to the Charter School, and serving as a liaison between parents and the staff of Abernathy Collegiate Charter School. Each family is asked to make a commitment to provide 30 service hours annually to support the activities of the Charter School and the educational experience of the students. Failure to participate in volunteer hours may result in loss of priority enrollment rights for the following year.

Parents will also be involved by actively working with their children on homework and school projects, and will be invited regularly to campus for events like orientation, Back to School Night, parent-teacher conferences, and special events.

Volunteers who will volunteer *outside* of the direct supervision of a credentialed employee shall be fingerprinted and receive background clearance prior to volunteering without the direct supervision of a credentialed employee.

STUDENT VOLUNTEER HOURS

An ACCS student is a student that has exhibited a sense of civic responsibility by participating in volunteerism/community service. All students must meet the community service requirement; 10 hours per year in grades 7-8, and 20 hours per year in grades 9-12.

PARENT AGREEMENT

There are many ways that you may be involved and participate at ACCS.

Provide Home Academic Support by:

- Ensuring your child comes to school ready to learn.
- Assisting and monitoring homework assignments.
- Reading with my student every night and/or providing a quiet place to work.
- Following through with school recommended actions.
- Reviewing this agreement with my child.

Provide School Support by:

- Sending my child to school on time, in his or her required “common dress”, and with a nutritious lunch.
- Supporting and adhering to the School Academic, Discipline and Behavior Policies.

Participate by:

- Attending mandatory Parent Meetings each year.
- Developing and fulfilling commitments in the ACCS Family Partnership Plan.
- Attending school exhibitions of student work.
- Attending mandatory all-school meetings.
- Actively collaborating and communicating with teachers to meet my child’s learning needs.
- Believing and reinforcing the ACCS mission
- Making positive contributions to the school community.
- Being an active member of the school community by working to continuously improve ACCS for all students.

FAMILY PARTNERSHIP PLAN

The Family Partnership Plan is the statement for how you will contribute to the whole school community in your own individual and unique ways. Families have the option for how they would like to be involved and the specifics of that involvement. Ways for families to be involved and complete the thirty hours of service include but are not limited to the following:

- Volunteering in your child’s classroom.
- Providing food at community meetings.
- Participating on the Parent Advisory Committee.
- Campus supervision
- Helping with the cleaning and maintenance of the school building
- Guest Lecturer
- Translating materials
- Attending parent workshops
- Work on special interest committees
- Fundraising
- Field Trip supervision
- Community Partnerships
- Community Service Program
- Internships
- Attending student performances
- Awards Assemblies
- Other

This list is not exhaustive and we encourage you to think of other ways we have not mentioned for how you would like to be involved.

**EXCELLENCE AND JUSTICE IN
EDUCATION**



PARENT/STUDENT HANDBOOK

2013-2014

to plan a more effective educational program for our students. We encourage and expect parents to contact us and visit us when there are any questions or concerns during the school year.

Home Visits

Each teacher will be scheduling a time to visit you at your home this year. The purpose is to build a close partnership between the school and home and to ensure that you have all of your questions and concerns answered regarding our program.

Parent Conferences/MINIMUM DAY WEEK

Two parent/teacher conferences will be scheduled during the course of the school year in the first and second semesters. Classes will end at 12:30 PM during the parent/teacher conference weeks. Each conference is scheduled during the report card distribution period. During the conference, the teacher will explain the child's level of achievement and goals for the next reporting period. The teacher will serve as the facilitator of an action plan that will support and encourage attainment of the learning goals.

Additional conferences may be scheduled as necessary. These conferences may be initiated by the parent, teacher, or administrator, and will be scheduled at a specific time. Please be mindful that elementary teachers are responsible for students from 8:00 AM-3:00 PM and middle teachers are responsible from 8:00 AM-3:30 PM, and therefore, may not be able to confer with you during these times unless an appointment has been made in advance.

Weekly Progress Reports

The purpose of the Weekly Progress Report (Bi-Weekly for Middle School) is to inform parents of the student's academic progress and the choices that they are making in class prior to the end of the grading period. This notice alerts the parent to potential academic problems and provides time for the student to remediate/improve his/her achievement in the problematic areas.

Report Cards

Report cards are distributed three (3) times each year. Grades given reflect the child's performance in grade level standards. The section on effort, behavior, and work habits is very important because the development of good work habits and attitudes will ensure effective learning of the necessary skills. If there are any questions about your child's report card, please contact his/her teacher immediately.

Newsletters

During the course of the year please watch for notices and EJE's Newsletter that will be sent home every first Wednesday of the month.

PARENT INVOLVEMENT

Parent involvement is critical for the success of our students. The goal of parent involvement at EJE Academies is to create the strongest possible partnership between the home and school with the ultimate goal of increasing student achievement. The student-parent-teacher compact insures that parental involvement is taken very seriously.

There will be many opportunities for parents to get involved at EJE Academies including: Governance, Special Events, Extra-curricular Activities, Classroom Assistance, and Parent Education.

30 Hours per year

The commitment that you make each year of volunteering 30 hours to your child's school is not only an essential benefit for the teachers but also for your child. It is also a learning opportunity for you. If you cannot volunteer during the school hours ask your child's teacher about work you can take home. Your attendance and participation in school events, parent meetings and Parent Nights fall under the volunteer hour commitment. If your child has perfect attendance each semester, it will count for 10 volunteer hours. If your child has perfect attendance the entire school year, it will count for the 30 volunteer hours.

Parent Volunteers

Parents are welcome to participate in their child's educational programs by accompanying and assisting on field trips, making projects for classes, serving as duty supervisors, tutoring and or arranging times with teachers to actively assist in classrooms. Parents as well as all other visitors are required to check in and out in the front office.

ALL (Advocates for Language Learners)

This is a school organization designed for parents. Activities are planned to actively involve parents in the educational process at home and at school leading to positive effects in children's work and success as well as to fundraise for fieldtrips and other school necessities. The meetings are every first Tuesday of every month.

Parent Education

It is the goal of EJE Academies to provide two "Parent Nights" to inform parents about EJE's academic program and strategies to guide ones child towards success.

SCHOOL CULTURE

The creation of a positive school culture is essential to every school's success. EJE Academies understands how important this is and is committed to creating a school environment that is safe from violence and academically rigorous. We are prepared to work hard to create a culture of belonging and acceptance where every child will be valued, respected, and loved.

The importance, necessity, and joy of learning will be consistently communicated to students by caring, devoted, invested and hard working staff through clearly articulated behavioral expectations, modeling, and acknowledgement of self-improvement.

Student Recognition

At EJE Academies we strongly support recognizing student improvement in the areas of academics and citizenship. In addition to honoring our students with the usual awards we will also implement incentive programs to celebrate a variety of pro-social behaviors. School-wide celebrations and assemblies will be held during the school year to acknowledge student growth in areas such as; resiliency, academic achievement, good judgment, leadership, and perseverance. Students will also be recognized through a variety of classroom activities.

STUDENT – PARENT – TEACHER COMPACT

As an EJE student I will:

Demonstrate my best efforts on all assignments whether in class or homework.
Be an active participant in class.
Arrive to class on time and ready to learn.
Spend time reading, studying, and completing homework everynight.
Seek assistance for skills or concepts not fully understood.
Maintain appropriate behavior.
Take responsibility for my own learning.
Follow all the school rules diligently.

Student's Name

As an EJE parent I will:

Read 30 minutes on a daily basis with my child.
Provide a regular time (at least 1 hour) and place for my child to do homework and study.
Attend all teacher conferences and Parent Night events.
Attend/participate or organize school events.
Bring and pick up children on time.
Volunteer 30 hours a year at the school.
Insist that my son/daughter be the best student possible.
Communicate with the teacher through progress reports or classroom visits at least three times a year.
Follow all school rules and be a role model at all times while on the school campus or school events.

Parent's name (PRINT)

Parent Signature

Date

Phone number: _____

As an EJE teacher I will:

Be a role-model to my students every day.
Treat all students and parents with respect.
Set high expectations for student learning and give students timely feedback on work.
Be prepared by planning and creating lessons using the academic standards.
Provide a structured, challenging, loving and supportive environment.
Teach content that will support students meet or exceed California Standards.
Assess my students' achievement on a monthly basis to monitor growth.
Communicate/conference with parents regarding student progress and support strategies.
Inform parents of the yearly academic goals.
Send a weekly progress report home so that parents are informed of their child's academic progress.
Teach children good study skills.
Provide tutoring for the student when required.
Visit the homes of my students.

Staff Signature

Date

Chula Vista Learning Community Charter School Parent Handbook

Director
Principal TK- 3rd Grade
Principal 4th – 7th Grade
Dean of Students HS
School Secretary
Middle School Secretary
High School Secretary
Office Clerk
Attendance
Cafeteria Manager
Library Clerk
Health Clerk
Psychologist
Speech Therapist
RSP Teacher
School Nurse

Dr. Jorge Ramírez
Mr. Francisco López
Ms. Christyn Pope
Mr. Eugene Yepis
Mrs. Silvia Lailson
Mrs. Fulvia Burquez
Ms. Alina Gonzalez
Mrs. Mary Ptacnik
Mrs. Aida Bernstein
Mrs. Doris Lizarraga
Mrs. Juanita Marquez
Mr. Javier Portillo
Mr. Greg Watkins
Mr. John Carlos Torres
Mrs. Ratniewski
Mrs. Jo Lynch

Main Campus Tel.
High School Campus Tel.
E-mail address

(619) 426-2885
(619) 423-3950 Ext. 4952
cvlearning.office@cvesd.org



Introduction

This handbook serves as a tool for parents and students to become familiar with CVLCC's policies and procedures regarding instructional program, student attendance/behavior, safety procedures and school governance structure. For further questions, please contact the school office

Chula Vista Learning Community Charter School

PARENT VOLUNTEERS HOURS

All parents must volunteer 30 hours a year. The goal of CVLCC is to continuously model our motto: "Welcome to the best educational experience your child will ever have."– We truly appreciate your help and responsibility to make sure you participate in completing your 30 hours of volunteer time.

All individuals who volunteer at CVLCC and are in contact with students must have a current TB test on file. The test **MUST** be retaken every four years. Please see our school secretary for a list of times and sites where you may obtain the test free of charge.

Should you be injured while you are volunteering at CVLCC, you are covered by the District's Workers' Compensation Program. It is extremely important that you report all injuries to the office immediately.

We, at CVLCC, value the safety of our children. The state of California Education Code Section 35021 states that a person, who is required to register as a sex offender pursuant to Section 290 of the Penal Code, may not supervise students during breakfast or lunch periods or serve as non-teaching volunteer assistant.

There are a variety of ways you can volunteer at CVLCC – the 30-hour requirement is per family. We recommend that you complete your hours before March of the academic year. 15 hours are mandatory and the other 15 hours are parent choice. Here are some examples of required and parent choice activities:

MANDATORY HOURS

15 hours to be completed through the following

Unit I July 24 – September 20

- Curriculum Nights
- Town Hall Meeting
- CVLCC 101 Orientation
- CVLC Charter Board Meeting (August/September)
- Parent Conferences (Target)
- ***CVLCC Community Events (Fuddruckers August 16)**
- 7th Grade Traffic (July 24 – August 19)
- 6th Grade Traffic (August 20 – September 20)

Unit II October 8 – December 21

- Parent Conferences (All)
- CVLC Charter Board Meetings (October/November/December)
- ***Festival (October 25)**
- 5th Grade Traffic (October 8 – November 8)
- 4th Grade Traffic (November 12-December 20)

Unit III January 14 – March 21

- Curriculum Nights
- Town Hall Meeting
- Parent Conferences (Target)
- CVLC Charter Board Meetings (January/February/March)
- CVLCC Community Events (January 17)
- ***March Madness Festival (March 21)**
- 3rd Grade Traffic (January 14 – February 13)
- 2nd Grade Traffic (February 18 – March 21)

Unit IV April 7 – June 6

- CVLC Charter Board Meetings (April/May/June)
- CVLCC Community Event (April 25)
- ***Multicultural Festival (May 23)**
- 1st Grade Traffic (April 7 – May 2)
- Kindergarten Traffic (May 5 – June 6)

Chula Vista Learning Community Charter School

ADDITIONAL HOURS -15 hours to be completed through the following:

- Parent Training Sessions
- Committee Meetings
- Work at school
- Work with a Teacher
- Attend school events
- Help organize school festivals
- Work at maintaining CVLCC a clean environment
- Attend a school field trip (if you sign your child out after a fieldtrip, your volunteer hours will not be valid)

MANDATORY hours are:

3 hrs.	Traffic
2 hrs.	Curriculum Nights
2 hrs.	Town Hall Meeting
1 hr.	Parent Conference
4 hrs.	Board Meetings
2 hrs.	Volunteer in festivals
1 hr.	CVLCC University 101
15 hrs.	Total Mandatory Hours

*Must volunteer 2 hours at ONE community event/festival of your choice per year.

Parents that do not attend Curriculum Night/have not met volunteer hours will:

- 1ST written probation/warning letter indicating possibility of leaving CVLCC
- 2nd written warning letter and meeting with principal
- 3rd letter and meeting with board to decide future enrollment of the student at CVLCC

CLVCC is a school of choice and parent commitment is our priority. Failure to complete parent volunteer expectations results in returning to your home school.

WHILE ON CAMPUS PLEASE RESPECT THE FOLLOWING:

- Sign-in and out every time you volunteer at CVLCC
- Wear a volunteer badge while on campus
- In the event of a disaster drill, please follow all CVLCC emergency procedures
- Maintain confidentiality of student information
- Support the teacher by following appropriate procedures for student safety

Please keep a record of your volunteer hours. If you have any questions regarding hours, please contact school office. Volunteer hour reports are mailed at the end of each unit.

Parent Handbook 2013-2014



Valley Charter Elementary School

Established 2010



Each family commits to fulfilling 50 hours of volunteer work at the school; 75 for those with more than one child at the school. Fundraising is a key component of the school; we strive for meaningful participation in our annual pledge drive and volunteering.

Home/School Agreements

We believe that every child is a unique individual and wants to learn. We are committed to providing a program that promotes educational excellence in a humanistic, nurturing and challenging environment. To assist each student in achieving his / her highest potential for intellectual and social growth, we recognize that the home and school must work together, recognizing and agreeing upon each party's responsibilities in the learning process.

Parents/guardians are responsible for:

- Providing a regular time, a quiet, well-lit place, and supervision for homework.
- Making sure my child gets to school on time and has had enough to eat and adequate sleep.
- Attending two parent/guardian/teacher conferences that are scheduled each year, as well as any other meetings that may be needed.
- Volunteering and participating at school, in my child's classroom, or at school events.
- Encouraging and supporting my child and demonstrating my interest in their activities.
- Reading and responding to all home-school communications promptly.
- Monitoring attendance and television viewing, and providing positive use of out-of-school time.
- Communicating the importance of education to my child.
- Helping my child meet his/her responsibilities.
- Notifying the teachers if there is something happening in my child's life that could affect his/her progress in school.
- Demonstrating respect for all students and adults at school

Students are responsible for:

- Demonstrating respect for/cooperating with all adults at school.
- Being in class on time and prepared to do my work.
- Treating classmates and schoolmates with respect in the classroom and on the yard.
- Completing all assignments, both in class and at home, to the best of my ability.
- Following all school rules and behavior codes. This includes no fighting, threatening, or bullying. I will be honest about my actions and accept responsibility for my choices.
- Doing my part to be sure our school is a place where people feel safe and supported in the learning process.
- Displaying courteous and safe behavior while riding in a private car or school bus on a field trip.
- Delivering all home-school communications promptly.
- Treating our school environment with respect.
- Reading at home every night.

Teachers are responsible for:

- Communicating frequently to families about what is happening in the classroom and ways they can help support student learning at home.

Parent Participation Philosophy

Parent volunteerism is key to the success of any school, but especially important at VCES, where our charter specifies that each family commit to volunteer for a minimum of 50 volunteer hours (75 for families with more than one child at VCES). Parent volunteers:

- Develop community involvement and interaction, which is essential to the quality of our school program;
- Keep our operational costs down;
- Enable our school to function well in day-to-day routines;
- Enable us to successfully plan events that raise money to support our school and build school and community involvement; and
- Enable us to apply for grants, as parent participation is a key element in most grant applications.

All families are expected to contribute the hours described above. If you have difficulty finding ways to contribute, please do not hesitate to call the office or ask the classroom teacher how you can help.

Volunteer hours must be tracked in the school office (please complete the volunteer log each time you finish volunteering.) The school will contact families that are not visibly volunteering in order to help them find opportunities for volunteering.

Important! Please Note:

- ***Volunteers who regularly work directly with students or who drive students on field trips must go through the Livescan process (fingerprinting) and have a current (within four years) negative TB/Mantoux test on file in the office.***
- ***Parents who are working in the classroom are expected to keep confidential any observations and opinions about students and staff in the class. Parents can only discuss their own child's progress with teachers and administrators. Any parent who is found to be breaching student confidentiality and disregarding this expectation, will no longer have the privilege of working in the classroom. Please follow the classroom teacher's directions when working with students.***

VII. Home/School Communication

VCES maintains a database of current information such as home address, telephone numbers and emergency contacts for each student. It is essential that this information be kept up-to-date so that the school can contact parents when there is a need. Each year, upon re-enrollment, parents receive a student emergency card for each child with the current information listed in the database. It is the parents' responsibility to update this form and to keep the school informed of any changes as they occur. Please contact the office with updates or changes of address, phone number, email, emergency contacts or medical information. We make every effort to provide communication in English and Spanish.

eBlast

Purpose: This is the bi-monthly **must-read** document from the school. It contains:

1. important updates from the school to the parent body



2012-2013 First Day Digital Packet*

Contents included in this packet

Letter from the Director
1st day packet introduction
School Calendars
Parking/Traffic Maps
Classroom Maps
Parent Code of Conduct
Parent/Student Contract
Student/Parent Handbook
Megan's Law Form for Volunteers
Student Computer use form
Free Lunch Information
Health Schools Act (optional to sign and return)
Disaster preparedness information

Info given to your student in hard copy form on 1st day

Emergency card (sign/return)
Free lunch application (sign/return)
Student computer use form (sign/return)

This packet contains the information for both sites since many families have students at multiple locations.

*Any family unable to access this information will be allowed to pick up the information in the school office.



School Contract

As an ILCS parent/caring adult, I/We _____ pledge to:
Parent(s)/Guardian(s) Name(s)

Understand:

- ❖ ILCS is a school of choice not a school of entitlement.
- ❖ Student standards for behavior will be high in order that the environment is free of distraction so that all may have the freedom to learn in a safe, friendly environment.
- ❖ Parents are part of the success of any school and need to be involved in their children's education.

Provide Home Academic Support by:

- ❖ Ensuring my child comes to school ready to learn.
- ❖ Assisting and monitoring homework assignments.
- ❖ Following through with school recommended actions.
- ❖ Reviewing this agreement with my child.

Provide School Support by:

- ❖ Sending my child to school on time, in appropriate clothing and with a nutritious snack.
- ❖ Supporting and adhering to the ILCS Family Student Handbook and interacting with school personnel in a positive manner.
- ❖ Completing school surveys and returning required paperwork.

Participate by:

- ❖ Attending parent conferences
- ❖ Actively collaborating and communicating with teachers to meet my child's learning needs.
- ❖ Consistently encourage my child to implement his leadership training to help others.
- ❖ Be an active member of the school community by working to continuously improve Inland Leaders Charter School for all students.
- ❖ Support your student's community service projects and leadership progress.
- ❖ Volunteering a minimum of 20 hours during the school year (in the classroom, at school events, fundraising, committees, office help, room parent, etc)

My signature below represents my understanding and full commitment to the above pledges for the upcoming school year. I understand that failure to uphold the above commitments may result in possible actions determined by the ILCS Executive Board.

Parent/Guardian Signature

Parent/Guardian Signature

Date

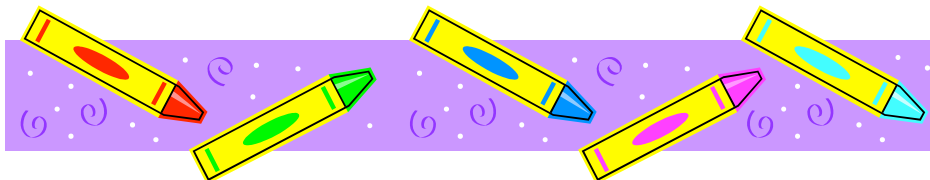
ROWLAND HEIGHTS CHARTER ACADEMY

1127 Otterbein Avenue
Rowland Heights, CA 91748
626-320-8245 www.rhchartercacademy.org

You will be notified as soon as a contract signed with this company to provide services for RHCA. A fee will be charged per student for attending. We are calculating that cost and will let you know ASAP. .



- **Parent Donation/Volunteer:** Per the Parent Agreement, parents should complete three hours per month per child of volunteer service to our school. This should come in the form of donations with gift cards from such retail stores as Target, Wal-Mart, Costco, Office Depot, Home Depot and other retail stores where teachers can buy materials. For every \$15 spent on any item, you will receive one hour of volunteer credit. Cash donations are not accepted or credited.
- **WISH LIST:** Following are a few items office and teachers are “wishing” for at this time.
 1. Fax machine
 2. Paper Shredder
 3. Laminator
 4. Die-Cut Machine
 5. Post-it Note pads (all sizes and colors)
 6. White copy paper (8 ½ x 11 and 8 ½ by 14)
 7. Bookshelves



[HOME](#)[ABOUT US](#)[ACADEMICS](#)[STUDENTS](#)[PARENTS](#)[COMMUNITY](#)[CONTACT US](#)

PARENT RESOURCES

Parents as Business Partners

At the Rowland Heights Charter Academy, students are workers – and parents are their business partners. The Academy's staff believes that increased "business partner" involvement translates into increased student achievement. Business partners/parents sign partnership contracts with students and the Academy pledging to:

- Set up conditions at home for students to study.
- Monitor the child's Individualized Success Plan and Student Assessment Binder.
- Check homework every night.
- Volunteer a minimum of three hours of service per month, or equivalent, to the school. Service opportunities will include, but not be limited to, assistance in classrooms, tutoring, translating, supervision, communications, facilitation, and clerical support.

[PARENT RESOURCES](#)[PARENT INVOLVEMENT](#)[PARENT VOLUNTEERS](#)[DONATION/WISHLIST](#)

1127 Otterbein Ave
Rowland Heights, CA 91748
Phone: (626) 810-4911 Fax:(626) 810-4915

Stay Connected:

Search this site 

Wildflower Open Classroom

Charter Petition

Program Evaluation and Program Improvement Plan

Wildflower Open Classroom evaluates its program every year. Teachers, parents, and students are asked to reflect on ways WOC could be improved. Instruments used to facilitate this process may include:

- student surveys
- parent surveys
- staff and teacher surveys
- teacher self-study materials
- test scores
- periodic review by independent evaluators

Every year, information collected by these means are used to develop a plan for program improvement (also called a strategic plan). The final document will be approved by WOC Board of Directors and presented to the members of Wildflower Open Classroom community and serves as a guide for on-going program improvement.

Volunteer/Parent Roles, Responsibilities, Accountability, and Training

Parents at WOC are required to volunteer a minimum of 75 hours per year (a parent volunteer hours waiver will be available). Parents of WOC students may be involved in the program in four ways: attendance at monthly Wildflower Community Council ("WCC") meetings, periodic classroom/grade level gatherings, "co-oping" in the classroom, and participation on a WCC committee.

Attendance at Monthly Wildflower Community Council Meetings

Parents are encouraged to attend monthly WCC meetings. General business will often take place at the WCC meeting, including information from the Board of Directors, discussions about proposals, reminders of upcoming events, committee reports and activities, etc. The WCC meetings provide an opportunity for parents to get to know the teachers and other parents and to develop a deeper understanding of the WOC program. Another purpose of these meetings is to give parents an opportunity to learn about and discuss policies, procedures, and curriculum. Part of each monthly WCC meeting will be devoted to review, seeking feedback from parents about these matters. Concerns and suggestions raised in the monthly WCC meetings are brought to the WOC Board of Directors for consideration. Each classroom has a parent representative assigned to attend, provide information, ask questions and act as general classroom liaison. All parents are expected to attend three mandatory Wildflower Community Council meetings during the year.

Participation at Periodic Classroom/Grade Level Community Gatherings

Parents have the opportunity to participate in parent centered classroom/grade level community gatherings. Depending on workload issues these gatherings will occur periodically. They are coordinated by the classroom/ grade level teacher(s) and a few parents to create an inviting forum for parents to hear about classroom activities/ events, curriculum, classroom needs and in general get to know each other and their classroom/ grade level community. These are informal forum with food and music.

Co-oping

Parents in Wildflower Open Classroom can also participate in the classroom. This is referred to as "co-oping", and the parents are referred to as "co-operators". In the lower grades at WOC, co-operators have traditionally worked in the classroom, under the direction of the classroom teacher.