



# **PARENT & STUDENT HANDBOOK 2013-2014**

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**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 3<sup>rd</sup> 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 1<sup>st</sup> Saturday in September, November, January 2014, March 2014, and May 2014.