

# ALLIANCE WILLIAM & CAROL OUCHI HIGH SCHOOL

## PARENT-STUDENT HANDBOOK 2013-2014

*“Every student has the ability. We give them the opportunity.”*

### ADMINISTRATION

MRS. DEA TRAMBLE, PRINCIPAL

MS. MONIQUE BURGESS, ASSISTANT PRINCIPAL

MR. BRYAN INES, ASSISTANT PRINCIPAL

### COUNSELING

MS. ERIKA MEDINA, COLLEGE GUIDANCE COUNSELOR

MS. VANESSA PEREZ, COLLEGE GUIDANCE COUNSELOR

### CLERICAL SUPPORT

MR. RAMON AVILEZ, OFFICE MANAGER

student's enrollment packet and is explained to all new families during orientation. Continuing parents and students are asked to sign the compact at the beginning of each school year.

#### **PARENTS AS PARTNERS (PARENT ENGAGEMENT POLICY)**

The school values the role of parents as their child's first teacher and welcomes their active involvement in their child's education.

The school believes:

- Parents are partners and are needed to take active and meaningful role to insure the success of the school.
- Parents must be meaningfully and actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents must also understand what it will take to prepare their child for college.
- Parents must support the goals of the school through their voice and through volunteering a minimum of 40 hours per year.
- Attend at least 4 Parent Education Academy Sessions each year
- Complete an annual parent satisfaction survey

#### **VOLUNTEERING**

There are a number of ways you can volunteer and demonstrate your commitment. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically. Each family is expected to volunteer 40 hours per school year. Twenty hours should be applied to supporting the school and 20 hours should be applied to supporting your child academically. (For more information, refer to the Volunteer Policy and Guidelines.)

Possible volunteer activities to support the school include:

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Visitor's supervision
- Take-home assignments
- Initiating phone trees
- Leadership activities such as serving as the parent representative for your child's advisory class, participation in the parent advisory committee, school board of directors, or participating in other school committees
- Possible volunteer activities to support your child academically include:
- Saturday parent workshop participation
- Classroom support
- Tutoring support
- Serving as a parent mentor
- Assisting with the development and dissemination of the school newsletter

We truly appreciate your participation as a parent volunteer and we will make every attempt to match your interests and skills with projects or tasks that you are comfortable with.

#### **How to Volunteer**

Review the descriptions of possible volunteer activities and sign-up for a specific volunteer activity at the Parent Orientation or during Back to School Night. A schedule will be developed based on your interests and availability. Feel free to call the school at the beginning of the school year or any time thereafter to volunteer.

#### **Parent Volunteer Card**

Every time you volunteer at the school ask a staff member to verify your volunteer minutes or hours by stamping your Parent Volunteer Card. Your Parent Volunteer Card will be kept on file at school. The school will monitor the number of volunteer hours each family has accumulated. All volunteer hours need to be fulfilled prior to the last day of school.

#### **LEADERSHIP OPPORTUNITIES FOR PARENTS**

Volunteers who successfully serve as parent leaders on a school committee or special activity for the entire school year or for a particular project will earn 20 hours of service credit.

Leadership opportunities for parents include participation in the following committees:

- Advisory Committee
- School Board of Directors
- Communications Committee/Parent Representative for your child's advisory class
- Teacher Appreciation Committee
- School Beautification Committee

#### **SATURDAY PARENT ACADEMIES**

***Parents are expected to attend four Saturday Parent Academy workshops each year.*** This will count towards the annual 40-hour volunteer service commitment. To participate in a workshop or special training for parents, refer to the schedule of parent workshops for the year.

#### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held every for the 5, 10, and 15-week grading periods each semester. At this time parents have the opportunity to meet with the advisory teacher or the entire instructional team to discuss progress and areas students need to improve.

Teachers are available for parent conferences during their preparation periods every day except Wednesdays. If you have concerns regarding your child's grades, please contact the school to schedule a conference during the teacher's conference period.

Attending parent/teacher conferences is mandatory and will be applied to your completion of your student academic support hours.

#### **PARENT RIGHTS**

Parents are guaranteed certain rights within each Alliance campus. Parents have the right to:

- Work in partnership with the school to help their child succeed
- 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
- Be notified if their child is absent from school without permission.
- Receive results of their child's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their child that is safe and conducive of learning.
- Examine 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 whom they should contact if problems arise.
- Have access to the school records of their child and question anything that they feel is inaccurate misleading or is in violation of the student's privacy.
- 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 the school advisory committee, school site council, or site-based management leadership group in accordance with any rules and regulations governing membership in these groups

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## VOLUNTEERING

### Parent Volunteer Opportunities

There are a number of ways you can volunteer and demonstrate your commitment at Ouchi High School. Parent volunteer service hours can be earned by directly supporting the school and by supporting you child academically. Each Family is expected to volunteer 40 hours per school year.

- [Staff](#)
- **Parent Info**
- [Volunteer Opportunities](#)

#### School Support

##### Yard Supervision

Monitor students and encourage them to behave appropriately during nutrition and/or lunch.

##### Arrival Supervision (School begins at 8:00am):

Arrive at 7:45am and direct students into the school. Encourage Students to arrive on time to their first class, Make sure each student is wearing the school uniform. Encourage students to dress appropriately (tucked in shirt, pull up pants, no hats or beanies etc.). Walk around the school grounds and surrounding area and keep abreast what is happening.

##### Dismissal Supervision (School is dismissed at 3:45pm)

Arrive at 3:40PM. Walk around the school grounds and surrounding area and keep abreast of what is happening. Encourage students to go home and not to hang out at the school or loiter outside the campus.

##### Field Trip Assistance and Supervision

Serve as a chaperon when students are scheduled to go on a field trip.

##### Fundraising:

Help students fundraise for school events like dances, prom and senior activities by participating in fundraising activities or just by being chaperones.

##### Office Support:

Assist office staff with answering phone calls, making copies, assembling and mailing school newsletters, general correspondence, etc.

##### School Beautification:

Assist our staff with janitorial services, cleaning tables, picking up trash, the floors etc.

##### Leadership Committees

###### Campus Advisory Committee

Committee members provide on-going feedback and recommendations to help improve the school. This committee meets bi-monthly on the \_\_\_\_\_.

##### School Board of Directors:

Committee members review the school's overall progress. Meetings are held on a quarterly basis.

##### Academic Support

###### Saturday Parent Workshop Participation:

Participate by attending workshops offered on a monthly basis, a schedule will be posted with the workshop dates and times in the next few days.

##### Classroom Visits:

Parent are encouraged to make classroom visits.

Classroom Support:

Provide assistance to teachers on an as needed basis.

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