



# **PARENT-STUDENT HANDBOOK**

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**Frederick Douglass Academy Charter High School**

***2013-2014***

# **PARENT POLICIES AND PROCEDURES**

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## **Parent Involvement Policy**

Parent involvement is a key factor in student's academic performance. Parents are expected to be active participants in their child's education venture by ensuring that regular student attendance and communicating with teachers to monitor child's academic process and provide rewards or intervention when necessary. For this reason we have created multiple means of communication which includes: phone calls, e-mails, PowerSchool website, progress report cards, parent conferences, and academic letters. The different modes of communication will not only keep parents abreast of students' academic progress, but also develop a stronger partnership between parents and teachers. In addition, parental visibility in schools sites helps bring the school community closer and increases the responsiveness and accountability of school administration. To encourage this behavior, ICEF requires that each family completes 40 volunteer hours each school year. Parents will be offered many opportunities to obtain credits for volunteering throughout the year.

## **Volunteering Requirements**

- Parent must complete and submit Parent Volunteer Release Form to Parent Liaison before completing any volunteer hours.
- Volunteers must provide proof of recent TB clearance prior to completing any volunteer hours. No exceptions.
- Volunteer hours must be completed by the end of school year (exact date will be announced).
- No more than 30 hours total must be served on-site or with students on a school sanctioned field trip.
- To get credit for volunteer time, parents must sign the Meeting Sign-in sheet when attending a meeting and have Parent Liaison or authorized staff sign off on hours.
- No more than 20 hours per school year will be credited for field trips.
- Parties are not credited volunteer time.
- Volunteer time is credited for trainings and attending parent leadership groups.

## **Volunteer Opportunities**

The following are ongoing volunteer opportunities for parents/guardians:

- Morning Supervision (7:30 am – 8:30 am)
- Lunch Supervision
- After School Supervision
- Parent Meeting Support (Sign-In Sheets, Packets, Snacks, etc.)

## **Volunteer Logs**

Parents/Guardians are responsible for documenting their volunteer hours. It is important that parents know and follow the procedure of how to log in volunteer hours and how the school credits them. Please consult with the parent liaison or office manager if you are unclear as to when and where to log your hours. Please print clearly and complete all entries in the volunteer log so hours can be credited properly. Illegible and incomplete information will not be counted. Volunteers will log their family's authorized school support activities using volunteer sign-in sheets provided by the school. Your child will have a sheet in the volunteer notebook, which is kept in the main office.

## **Volunteer Time Sheet**

Each family will have their own volunteer sign-in sheet, which is maintained in the Volunteer Log Notebook found in the main office. This sheet is filed by your child's last name. Be sure you are logging in under child's name in which you want to receive the credit. You must complete all entries of the sign-in sheet in order to receive credit. Be sure to acquire an *authorized signature from staff* that authorized you to do the work. Log in your time the same day you do the service. Volunteer time is updated weekly.

## **Volunteer Report**

The school maintains a report of the recorded volunteer hours you serve. You can contact the Parent Liaison to review this report. The school will use this report to notify you of your volunteer status throughout the school year. It is advisable that you maintain a record of your volunteer hours. Upon distribution of the report, you have one week to appeal the official record. After one week, the record will stand. Volunteer hours are recorded per family - it is not necessary to indicate the same volunteer time for each child.

## **Parent-Teacher Conferences**