



# Family Guidebook

*2014-15 School Year*

servants, staff and volunteers) will direct you to the appropriate check out area to sign out your child. If the school building is not considered safe, learners will be congregated in the parking lot away from all buildings. A phone message will be sent to your primary phone number with directions on where to pick up your child. Please do not leave the school without signing out your child.

## **SECTION 7: COMMUNICATION**

### *COMMUNICATION METHODS*

Website - The best way to keep updated with current events and activities at SCVi is via the website – [www.scvi-k12.org](http://www.scvi-k12.org).

Monday Message - Each Monday, school information and reminders are sent home via the Monday Message. You can sign up using a link on the SCVi website homepage.

Class Newsletters/Website - Most facilitators/grade level teams have an informational website. Your learner's facilitator will provide this website information at Meet the Facilitator Night.

Phone/Text - You will receive periodic phone calls and/or texts (inserted) from our automated calling system. These phone calls will contain important information and reminders. In the event of inclement weather or an emergency, we will also utilize this system. Please make sure that we have your current phone number in our system at all times. To update your information, email [registrar@scvi-k12.org](mailto:registrar@scvi-k12.org).

## **SECTION 7: FAMILIES AND SCVi WORKING TOGETHER**

### *FAMILY PARTICIPATION EXPECTATIONS*

SCVi seeks to make education a community passion. To this end, parent participation is essential to the success of the education process. Parents are expected to participate in the operation of the school as an integral part of the staffing and support team and with the charter staff in the development and successful completion of the individual learning plan for your child.

It is because of families like you that we are able to offer such a unique program for our children here at SCVi. Families attending SCVi agree to the following:

- Each family will commit to 8 hours per month or 80 hours per year of participation.
- Recording hours and meeting the yearly obligation is the responsibility of the parent.
- Visit the SCVi website or Monday Message for school wide volunteer opportunities and/or speak with your child's facilitator.
- Families having difficulties meeting the participation commitment should contact [volunteers@scvi-k12.org](mailto:volunteers@scvi-k12.org).
- Hours completed off campus or by learner volunteers can be emailed to [volunteers@scvi-k12.org](mailto:volunteers@scvi-k12.org).

## *EXAMPLES OF SCVi FAMILY VOLUNTEER WORK*

- In-class support as an educator aide
- Adult workshops – parents teaching other parents
- Outside research in support of specific school projects
- Driving on field trips (must register as driver)
- Hosting an activity in your home or business
- Coaching an intramural/intra-district after school sport
- Organizing a community service project for learners
- Supervising at the school – lunch periods, front desk
- Operation support – maintenance of the campus

NOTE: All volunteers working with children must have a current TB test on file which are valid for 4 years, as well as a LiveScan criminal background check. LiveScan screenings are valid for the full duration of stay at the school. LiveScan can be obtained at various LiveScan locations and could take up to 2 weeks to clear. Please see the SCVi website at [www.scvi-k12.org](http://www.scvi-k12.org) for a list of locations as well as the necessary LiveScan paperwork.

## *RECORDING VOLUNTEER HOURS*

All volunteers should record their volunteer hours into the Check In system located in the SCVi lobby. Hours completed off-campus can be forwarded to [volunteers@scvi-k12.org](mailto:volunteers@scvi-k12.org).

## *TRADITIONS*

At SCVi we have several traditions in place. These are the traditions which we consider our cornerstone events:

- Multi-Cultural Feast (Fall)
- Winter Show (Winter)
- Kids Creating Art Festival ( Year-end Community Event & “Open House” )

You will be notified of the exact dates for these events, as well as other learning displays and community building events in the Monday Message or via the SCVi website.

## *ANNUAL FAMILY GIVING*

Annual Family Giving is a tradition at many charter schools in California. As a charter school, SCVi receives significantly less per child funding from the state than a traditional school would get. In addition to reduced funding, SCVi directly pays the lease for our buildings.

The SCVi Annual Family Giving Campaign donations directly benefit every learner by providing hands-on curricula, state-of-the-art technology, field trips, college visits, art materials, professional development, and the day-to-day operating expenses that are not funded by the state of California.

Annual Family Giving Campaign is an important part of strengthening your child's school as well as demonstrating our collective commitment to SCVi. While family giving is voluntary, our school expenses are mandatory, and no financial gift is too small.