

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.

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

1. important updates from the school to the parent body