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www.edline.net/pages/TV_Charter
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2012-2013 Parent Information Guide

Temecula Valley Charter School

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- 1 First, speak with the TVCS employee or committee coordinator who is responsible for your area of concern. If you need help identifying that person, contact the Parent Participation Coordinator.
- 2 If you do not feel that the issue has been resolved, speak to the TVCS Administrator.
- 3 If you do not feel that the issue has been resolved, contact a Governance Council parent representative.
- 4 If you still do not feel that the issue has been resolved, put your concern in writing and submit it to the Governance Council for their next scheduled business meeting.

Section 5 The Parent Participation Program

A Parent Participation Contract must be signed each year prior to your child/children's attendance at TVCS. Signing this contract signifies you have read, understand, and will comply with all aspects of this contract. Failure to sign the parent participation contract does not release a family from their obligations. TVCS parents participate on school committees to benefit the school. Each committee has a lead coordinator who works with committee members, other coordinators, and staff to ensure the work of the committee is accomplished. The Governance Council has the final authority over the participation program.

Each TVCS family commits to at least one participation job for the school year. In addition to that participation job and fundraising responsibilities, families are often asked to help with special events, classroom celebrations, field trips, community projects, etc. **No non-enrolled siblings are allowed on campus during school hours when you are volunteering.**

The time needed to fulfill jobs varies widely. The Parent Participation Coordinator will assist you in finding jobs to fulfill your hourly requirements. In August a volunteer orientation meeting will be held. Parents will make appointments to meet with the Parent Participation Coordinator to sign contracts and discuss time requirements.

All TVCS staff members with a child enrolled at TVCS will be required to sign and comply with the Parent Participation Contract, to include participation hours, fundraising, and General Meeting attendance. Full time TVCS staff members with a child enrolled may serve on a "starred" committee to fulfill participation hour requirements.

Monthly Participation Requirements

To ensure *continued* participation by families throughout the school year, each family will commit to a **minimum** of 12 participation hours per month, regardless of the number of children they have enrolled.

Time sheets will be turned in and calculated monthly. It is necessary for the total number of hours for any three consecutive months to meet or exceed the combined monthly requirements. If during one month a family doesn't meet their required hours they are able to make up hours the next month as long as they maintain the minimum average for any three consecutive months. Families who do not complete their participation hours for any three month period will be referred to Governance Council. **Those families who have failed to comply with their participation contract will not be guaranteed enrollment the following school year.**

Time Sheets

Time sheets help families show compliance with their participation contract. Each family completes one sheet monthly, documenting the dates and times in which the required hours are fulfilled. Please refer to the preprinted time sheet for the requirements each month. Time sheets are located in the school office.

Time sheets are due on the last school day of the month. It is best to fill out the time sheet in the office each time you participate at school. ***It is the responsibility of the parent to ensure time sheets are complete and in the time sheet book in the office at the end of the month.***

General Meetings

Mandatory general meetings are held the second Thursday of each month (except during holidays or school breaks) in the TVCS multi-purpose room. The meetings are from 6:30 p.m. – 8:30 p.m.

They foster communication among parents and keep families apprised of important school news and events. Governance Council parent representatives and the Administrator attend general meetings to answer questions and update parents on important issues. On occasion, guest speakers will also present educational topics. Parents must sign the General Meeting attendance sheet to verify attendance. Attendance by at least one adult family member is mandatory. The Parent Participation Coordinator keeps a record of attendance. If more than **two** General Meetings are missed during a school year, enrollment for the next school year **will not** be guaranteed. Exceptions must be approved by the administrator or Management Council. **No children are allowed in the meeting room, with the exception of nursing infants.** Child care will be offered for a fee.

Family Interviews/Parent Participation Contract

A Family interview will be conducted with each new and returning family at the beginning of the school year. The purpose of this interview is to complete your Parent Participation Contract and Skills/Interest Survey. At the family interview you will also select how you will fulfill your participation requirements and clarify any questions regarding TVCS.

The TVCS Charter requires that each family sign the Parent Participation Contract as a condition of enrollment. The contract outlines the family's plan for participation throughout the entire school year, and states that the family will abide by all school policies. It ensures that each family fulfills or exceeds the required participation hours. If you are a new TVCS family, your interview should take approximately 45 minutes.

If your participation job involves being on campus or in contact with students 4 or more hours per month, you must have a negative TB/Manitou test on file in the TVCS office. The test must have been given within the past four years. You will not be allowed to perform your job without this test on file. Low cost TB tests are available in the Temecula area. The TVCS secretary can provide information on locations.

Time Sheet Deferments

Sometimes, an event occurs which significantly impacts family life, such as, but not limited to, the birth of a new baby, death in the family, or serious illness. In these situations, families may make a confidential request to restructure or waive their contract for a period of time. A Deferment Request Form must be obtained from and submitted to the Parent Participation Coordinator. Requests for time sheet deferment must be made at the time it is needed, not afterwards. A person submitting a request will be notified no later than 1 week after the request has been considered as to whether or not the deferment has been approved.

Non-Enrolled Siblings Are Not Allowed on Campus:

- While a parent is participating in the classroom, workroom, office, library, or playground.
- At after school activities including enrichment classes and school sport practices and games unless supervised by an adult.
- While a parent is on campus as an agent for the school (prospective parent tours, press interviews, tours for TVUSD officials, other schools or teachers, etc.)
- In the front office (secretarial area) during regular business hours except for brief periods of time when a parent is picking up/dropping off a student, delivering a document, picking up mail, etc.
- A parent who violates this policy will receive one written warning (signed by the Administrator) and must remove the sibling from campus immediately. If the parent violates this policy a second time, he or she will be referred to Management Council for further disciplinary action.

Non-Enrolled Siblings Are Allowed on Campus:

As stated in our Charter, TVCS values and includes family members in special events and activities, both during and after school hours. These events include, but are not limited to:

- Award assemblies
- School events (during and after school) where invitations state that all family members are welcome.
- Community service projects that are prior approved.

- Emergency situations at the discretion of the Administrator.

Note: Parents are always solely responsible for the direct supervision of all non-enrolled siblings/non-enrolled students on the TVCS campus.

Fundraising

Fundraising is vital to fund many unique and important programs at TVCS. Our fundraising budget funds our field trips, athletics, fine arts, science lab, awards & recognition, field day and many more essential, educational and enjoyable programs. These programs strictly rely on our fundraising dollars. **Each family has an expected amount to contribute as defined below:**

1 child enrolled - \$200
2 children enrolled - \$225
3 or more children enrolled - \$250

The fundraising responsibility should be shared between all TVCS families. Each family is expected to achieve their fundraising contribution through sponsorship, product based sales, and/or scrip.

Sponsorship - Sponsorship may be achieved by monetary donations from immediate or extended families and/or businesses. Sponsorships are tax deductible.

Sales - There are several opportunities throughout the year to support fundraising through product-based sales. The percentage of profit from the sale will be applied towards the fundraising responsibility of the family making the sale.

Scrip – Scrip will be available for purchase. The percentage of profit from each purchase will be applied towards the fundraising responsibility of the family making the purchase.

Failure to satisfactorily participate in fundraising responsibilities may result in Category 4 status.

Frequently Asked Questions About the Parent Participation Program

Can I change my participation job during the year?

If a family wants to change their chosen committee and/or participation job, please contact the Parent Participation Coordinator. A family changing a committee/job may be required to assist finding a replacement for the job and must commit to another committee/job. Every effort will be made to accommodate your participation interests. However, accommodating a change request may take time, depending on volunteer resources. **Therefore, please choose a participation job only if you know you can meet the required time commitment for the whole school year.**

Will all participation jobs be available to new families?

The majority of participation jobs are open to everyone! There are more than enough jobs to go around. However, if a job is attractive to a number of families, the job is offered first to the family who successfully completed the job requirements the previous year. Other participation jobs are elected positions such as the parent representatives on the Governance Council.

Can I claim hours for a participation job not currently covered by the Participation Program?

Absolutely! The charter encourages and promotes creativity. Any such requests must be submitted in writing to the Participation Coordinator, and approval received before participation hours can be earned.

What happens if I have extra hours one month and am short hours the next month?

Hours are calculated monthly. If you are short one month you will be able to make it up the next month provided the minimum number of necessary hours for *any period of three consecutive months is met.*

- Drop off and pick up my child/children in the assigned area, following designated parking and safety procedures.
- Drop off and pick up at appropriate times and will not leave my child unsupervised before or after school.
- Comply with non-enrolled sibling policy.
- Provide accurate, up-to-date telephone numbers, addresses and emergency information to the TVCS office.
- Follow the school rules and dress code. Attend all general meetings. Children attending General Meetings must be in child care area (for fee).
- Participate and/or support the education of TVCS students as outlined in the charter. I will make every effort to attend Back-to-School Night, Open House, family events, and special school programs.
- Follow Participation as outlined in the TVCS Parent Information Guide. I will carry out my chosen participation job and fundraising responsibilities within the committee structure.

Mandatory Parent Participation

I agree to comply with all aspects of the participation program used to ensure equal parent participation (minimum participation of 12 hours per month*).

I agree to comply with all aspects of the fundraising program (participation in sponsorship, product sales and/or scrip).

The volunteer program is outlined in the TVCS Parent Information Guide.

FAILURE TO MEET THE AGREEMENTS OUTLINED IN THIS CONTRACT WILL RESULT IN A CHANGE OF ENROLLMENT STATUS FOR THE NEXT SCHOOL YEAR.

Parent/Guardian (Signature)

Date

Parent/Guardian (Printed Name)

* Full-time staff members with children attending TVCS must serve on a “starred” committee