

13/14

## Chula Vista Learning Community Charter School Parent Handbook

Director  
Principal TK- 3<sup>rd</sup> Grade  
Principal 4<sup>th</sup> – 7<sup>th</sup> Grade  
Dean of Students HS  
School Secretary  
Middle School Secretary  
High School Secretary  
Office Clerk  
Attendance  
Cafeteria Manager  
Library Clerk  
Health Clerk  
Psychologist  
Speech Therapist  
RSP Teacher  
School Nurse

Dr. Jorge Ramírez  
Mr. Francisco López  
Ms. Christyn Pope  
Mr. Eugene Yepis  
Mrs. Silvia Lailson  
Mrs. Fulvia Burquez  
Ms. Alina Gonzalez  
Mrs. Mary Ptacnik  
Mrs. Aida Bernstein  
Mrs. Doris Lizarraga  
Mrs. Juanita Marquez  
Mr. Javier Portillo  
Mr. Greg Watkins  
Mr. John Carlos Torres  
Mrs. Ratniewski  
Mrs. Jo Lynch



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### Introduction

This handbook serves as a tool for parents and students to become familiar with CVLCC's policies and procedures regarding instructional program, student attendance/behavior, safety procedures and school governance structure. For further questions, please contact the school office

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# Chula Vista Learning Community Charter School

## PARENT VOLUNTEERS HOURS

All parents must volunteer 30 hours a year. The goal of CVLCC is to continuously model our motto: "Welcome to the best educational experience your child will ever have."– We truly appreciate your help and responsibility to make sure you participate in completing your 30 hours of volunteer time.

**All individuals who volunteer at CVLCC and are in contact with students must have a current TB test on file.** The test **MUST** be retaken every four years. Please see our school secretary for a list of times and sites where you may obtain the test free of charge.

Should you be injured while you are volunteering at CVLCC, you are covered by the District's Workers' Compensation Program. It is extremely important that you report all injuries to the office immediately.

We, at CVLCC, value the safety of our children. The state of California Education Code Section 35021 states that a person, who is required to register as a sex offender pursuant to Section 290 of the Penal Code, may not supervise students during breakfast or lunch periods or serve as non-teaching volunteer assistant.

There are a variety of ways you can volunteer at CVLCC – the 30-hour requirement is per family. We recommend that you complete your hours before March of the academic year. 15 hours are mandatory and the other 15 hours are parent choice. Here are some examples of required and parent choice activities:

## MANDATORY HOURS

***15 hours to be completed through the following***

### **Unit I July 24 – September 20**

- Curriculum Nights
- Town Hall Meeting
- CVLCC 101 Orientation
- CVLC Charter Board Meeting (August/September)
- Parent Conferences (Target)
- **\*CVLCC Community Events (Fuddruckers August 16)**
- 7<sup>th</sup> Grade Traffic (July 24 – August 19)
- 6<sup>th</sup> Grade Traffic (August 20 – September 20)

### **Unit II October 8 – December 21**

- Parent Conferences (All)
- CVLC Charter Board Meetings (October/November/December)
- **\*Festival (October 25)**
- 5<sup>th</sup> Grade Traffic (October 8 – November 8)
- 4<sup>th</sup> Grade Traffic (November 12-December 20)

### **Unit III January 14 – March 21**

- Curriculum Nights
- Town Hall Meeting
- Parent Conferences (Target)
- CVLC Charter Board Meetings (January/February/March)
- CVLCC Community Events (January 17)
- **\*March Madness Festival (March 21)**
- 3<sup>rd</sup> Grade Traffic (January 14 – February 13)
- 2<sup>nd</sup> Grade Traffic (February 18 – March 21)

### **Unit IV April 7 – June 6**

- CVLC Charter Board Meetings (April/May/June)
- CVLCC Community Event (April 25)
- **\*Multicultural Festival (May 23)**
- 1<sup>st</sup> Grade Traffic (April 7 – May 2)
- Kindergarten Traffic (May 5 – June 6)

## Chula Vista Learning Community Charter School

### **ADDITIONAL HOURS -15 hours to be completed through the following:**

- Parent Training Sessions
- Committee Meetings
- Work at school
- Work with a Teacher
- Attend school events
- Help organize school festivals
- Work at maintaining CVLCC a clean environment
- Attend a school field trip (if you sign your child out after a fieldtrip, your volunteer hours will not be valid)

### **MANDATORY hours are:**

<b>3 hrs.</b>	<b>Traffic</b>
<b>2 hrs.</b>	<b>Curriculum Nights</b>
<b>2 hrs.</b>	<b>Town Hall Meeting</b>
<b>1 hr.</b>	<b>Parent Conference</b>
<b>4 hrs.</b>	<b>Board Meetings</b>
<b>2 hrs.</b>	<b>Volunteer in festivals</b>
<b>1 hr.</b>	<b>CVLCC University 101</b>
<b>15 hrs.</b>	<b>Total Mandatory Hours</b>

\*Must volunteer 2 hours at ONE community event/festival of your choice per year.

### **Parents that do not attend Curriculum Night/have not met volunteer hours will:**

- 1<sup>ST</sup> written probation/warning letter indicating possibility of leaving CVLCC
- 2<sup>nd</sup> written warning letter and meeting with principal
- 3<sup>rd</sup> letter and meeting with board to decide future enrollment of the student at CVLCC

CLVCC is a school of choice and parent commitment is our priority. Failure to complete parent volunteer expectations results in returning to your home school.

### **WHILE ON CAMPUS PLEASE RESPECT THE FOLLOWING:**

- Sign-in and out every time you volunteer at CVLCC
- Wear a volunteer badge while on campus
- In the event of a disaster drill, please follow all CVLCC emergency procedures
- Maintain confidentiality of student information
- Support the teacher by following appropriate procedures for student safety

Please keep a record of your volunteer hours. If you have any questions regarding hours, please contact school office. Volunteer hour reports are mailed at the end of each unit.