

Almond Acres  Charter Academy

2013-2014

Family Handbook



Bob Bourgault, Executive Director

In order to facilitate communication between all members of the organization, Almond Acres Charter Academy has established the **AACA Program Site Council (PSC)** to bring needed human and financial resources, and to help meet the goals and objectives of the School. There are a variety of on-site and at-home, short-term and ongoing, day time and evening opportunities to meet the varying schedules of parents/guardians. All requirements, job descriptions, responsibilities, and procedures for the PSC are outlined in this handbook. The Program Site Council, through the Participation Officer, will offer assistance in organizing and scheduling participation opportunities.

Family Participation responsibilities include the following specific requirements:

- **Sixty (60) hours annually (roughly 6 hours per month) for the first student or,**
- **100 hours annually (roughly 10 hours per month) for two or more students**

In addition:

- Families are strongly encouraged to spend at least fifteen (15) of those hours **working directly with students** (including, but not limited to, class time, computer lab, field trips, and school-wide events).
- Parent/guardians must attend at least four (4) AACA **school-wide meetings** annually.
- Each AACA family is responsible for **recording volunteer hours** and meeting the yearly obligation. Hours must be recorded in a timely manner. Hours that are not recorded within two months may become void.
- Volunteering for a specific duty or task requires dependability. Educators, staff, and other parents must be able to plan and schedule events or courses based on **reliable volunteers**.
- Families having difficulties meeting the participation commitment should contact the Parent Participation Officer to discuss **special arrangements**.
- All volunteers must have a **current TB test** on file before working with the students (including family members and others who participate). In most instances, finger printing will also be required.
- Families are expected to **read and sign the Family Participation Contract**.

Volunteer hours can be spent on activities involving the educators, AACA site, or students. Almost any activity that benefits the school or a group of students is acceptable as family participation. Activities that benefit an individual student are acceptable provided that the student benefiting is not a family member.

Operational, personnel discipline, and educational decisions are ultimately the responsibility of the staff and AACA Board of Directors. Parents/guardians are encouraged and expected to participate in the operation of the school as an integral part of the staffing and support team, and with the staff, in the development and successful completion of the Personalized Learning Plan for their child.

Family Participation Contract: All families are required to serve 60 hours per year during the school year (100 hours for two or more students). Your participation is critical to the success of our school. Your signed Family Participation Contract must be on file with AACA by the time your child enters the school.

Teams: There are many teams that help in the functioning of the school. Parents and guardians lead many of these teams. Each team has a Team Lead who helps the team set priorities, facilitates communication about the different initiatives being undertaken, leads meetings, and communicates with the appropriate member of the Administrative Team with questions or decision needs. Most teams have regular meetings and some of these meetings are listed on the calendar. Some teams will set meeting dates at the beginning of the school year. When those are set, they will be added to the master calendar.

Volunteer Opportunities: There are many opportunities to volunteer at AACA. For a listing and description of the regular volunteer opportunities please reference the Volunteer Directory on our website and at the end of the Family Handbook.