

San Carlos Charter Learning Center 2013 - 2014 Family Handbook



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FAMILIES AND SCCLC WORKING TOGETHER

What Does Family Participation Mean? Volunteerism is a basic component and necessary part of the SCCLC vision. The school itself was created by the dedicated volunteer efforts of parents and community members. SCCLC strives to create an environment that not only fosters volunteer efforts on behalf of the school, but also helps to foster the spirit of volunteerism in our learners by promoting service learning projects.

SCCLC views family participation as an essential element to the success of the educational process. Families who contribute time to the school explicitly demonstrate to our children that they value education. They also have more input over the educational process and help the school bring innovative programs to the learners. This said, it is important to make the distinction that SCCLC is not a *parent run* school. Operational, personnel, discipline, and educational decisions are ultimately the responsibility of the staff and Governing Board.

Parents are encouraged and expected to participate in the operation of the school as an integral part of the staffing and support teams and with the Staff in the development and successful completion of the Personalized Learning Project for their child. Parents are also expected to participate in self-improvement programs and events that can enhance their children's home learning environment.

Parent Participation Agreement: All families are asked to serve 80-120 hours per school year. Their participation is critical to the success of our school. Families support the school by assisting in the classroom, driving on field trips, organizing fund-raisers, participating in the governance of the school, and many other activities. Your signed Parent Participation Agreement must be on file with SCCLC by the time your child enters the school.

Teams or other Volunteer Opportunities: There are many opportunities to volunteer at SCCLC. If you cannot find something appropriate for your skills or schedule, please see the Director of Curriculum and Resources. For a listing and description of the regular volunteer opportunities please reference the [Volunteer Job Directory](#) on our website

Team Leads: There are many teams that help in the functioning of the school. Parents 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. At the end of the handbook you will find a diagram of our existing team structure (page 53).

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 calendar.

Room Representatives: A parent in each classroom is assigned as a resource to all other parents in that classroom. These roles are assigned when school starts in August. This person helps the educators where needed and can call on other parents

in the classroom to help as well. The Room Reps make up the core of the Parent Resource Team (PRT).

SCCLC Volunteer Guidelines

It is our sincere wish that your experience with SCCLC is positive and rewarding. In order to help in our efforts, please review the list of responsibilities and expectations outlined below. If you have any questions, please do not hesitate to contact the Director of Curriculum and Resources (DCR), a Parent Resource Team (PRT) Member, or other staff or a Board member.

Responsibilities of SCCLC to its Volunteers

1. To establish clear guidelines with the learners that they are expected to be respectful and attentive to any school volunteer, as well as to each other.
2. To provide a clear and well-outlined job description.
3. To provide basic training and review expectations for particular volunteer jobs.
4. To provide clear guidelines of what volunteers can expect from the learners, and procedures to follow if a learner is not meeting those expectations.
5. To provide a schedule. If the volunteer will not be needed due to classroom activities, holidays, or other unforeseen circumstances, notice will be given via phone.
6. To provide regular opportunities to hear feedback from volunteers.

Responsibilities of Volunteers to SCCLC

1. To review job description, behavior guidelines, and proposed schedule or timeline before beginning project. Also, review the calendar for holidays, minimum days, and field trips so that you can anticipate when you may not be needed.
2. To arrive on time when scheduled. In the event that you cannot fulfill your commitment, please try to find a replacement by emailing your class list. If that is not possible or there is not enough time to find a replacement, please call and notify the Director of Curriculum and Resources or a staff member so that we can find a replacement.
3. To comply with TB testing and Driver Liability Insurance Statements as required. If you have not been tested for TB or have not filed a Driver Liability Insurance Statement, please do so and return to the Coordinator of Operations and Community Relations (Blank Driver Liability Insurance Statement can be obtained from the COCR.)
4. To record your hours in our online Family Volunteer Log.
5. To be open and honest with the Director of Curriculum and Resources or Parent Resource Team about your experience so that we can continue to improve our processes.

Recording Hours: We ask that you record or log the volunteer hours that you spend working on behalf of SCCLC. This running total of the hours our families spend is useful to us in two key ways. First, it is helpful for us to see in what ways we really

depend on our volunteers to support our program. It helps us to assess which aspects of our program benefit from parental involvement. Secondly, we use the “hours volunteered” data to support grant proposals and to describe our school. It is also important for each family to record their hours consistently so they know where they stand with respect to their yearly commitment.

In the past we have had several alternative ways for families to record their hours. For efficiency and data analysis purposes we exclusively use an **online only recording system**. The system is web-based so you can record your hours from any Internet-connected computer. Using this tool you can access an up-to-date total of your hours at any time.

Some people like to record their hours immediately after they have worked them. To accommodate this preference, we have a dedicated computer at the front desk for you to record your hours while you are on campus.

You can find our online log on our webpage under [Quick Links > Volunteer Hours Log](#).

The first time you use this tool, you will be prompted to assign yourself a user ID and password. The process should be fairly self-explanatory; feel free to contact the Director of Curriculum and Resource Coordinator if you have trouble accessing or using the site.

Logging hours on using your mobile device: To begin using this application, go to: <http://sancarloscharter.org/mobile> from a desktop browser or <http://sancarloscharter.org> for a mobile browser (this is the same url as the old site, but I have a redirection script for mobile browsers)

For iOS devices

To add a website to your Home screen, visit the page in Safari and tap the Go To icon at the bottom of the Safari window. Tap Add to Home Screen.

Android Devices

Bookmark the page you want to add to a home screen
Go to the home screen you want to add the link to
long-press in an empty space to bring up the “Add to Home Screen” menu
select “Shortcuts”
select “Bookmark”
choose your bookmark!

It is helpful to us for you to categorize how you spend your time volunteering. Please remember to choose a category from the choices listed in the online log.

Please remember:

- Record your hours frequently during the month
- Hours are hour-for-hour, unless otherwise noted. Any family member, friend, or community member may complete hours on your behalf

- Coaching non-CLC teams (AYSO, Little League), leading scout troops, or fundraising activities that are not a benefit to our school or are not directly sponsored by the school, while a valuable community service, does not count toward your CLC volunteer hours commitment
- You may purchase up to 50% of your required hours at the rate of \$15.00/hour