

Frequently Asked Questions

Parent Service Hours

Parent participation at Buckingham is a great thing, and we are excited about the benefits that the Parent Service Hours program will provide to our students, teachers, administration, SHIELD, and especially to YOU, our parents! This program is managed by BCMHS parents through an online system called PTO Manager. We can generate emails for those of you with the same interests, and access to all the Events is 24 / 7 so YOU can track your OWN parent hours!

1. **Website address:** www.buckingham.ptomanager.com

2. **How do I REGISTER as a Volunteer?** Step-by-step instructions are available at Buckingham's website at www.buckingham.schoolloop.com. **Remember to COMPLETE STEP THREE. Your request to become a volunteer will be denied if you fail to associate your student(s) with your Volunteer Information. For students with more than one household, registering one volunteer name is HIGHLY recommended.**

a. You can list both last names (ie: Smith/Jones) and/or you can list both first names (Barb & Ben.)

3. I would like to know how to **add a second email address** to my profile. I currently receive the parent hour opportunity and general emails from BCMHS but "other family members" would like to receive them as well. Unfortunately, there is not a way currently to have two email addresses added for one family.

4. **I REGISTERED in the buckingham.ptomanger.com system as a Volunteer, but I have NOT gotten my "approved as a volunteer" email, or I have been Denied?** Ask yourself:

a. Did I check "Do Not Email Me?"

ie. If you did, you will NOT get any emails from BCMHS, SHIELD or those automatically generated by the PTO Manager system.

b. Did I input my Student(s) information and Grade level under Step 3?

ie. If you did NOT, you will be denied access. All Volunteers must associate a student with their information.

c. Did you allow 10 school days?

d. If all of your answers are **yes**, please contact your Parent Hours Contact. Please include the volunteer name as it appears in the system, the date you input your information, the student(s) associated with your volunteer information and your contact information.

5. **Our family does not have access to a computer.** Please contact Mr. Erickson, Principal, to discuss the many options available to you. The BCMHS phone number is 707-453-7300.

6. **My student's last name is different than mine.** When you register as a Volunteer in buckingham.ptomanger.com, you will complete all the Volunteer information in Step 1 and Step 2, and then your student(s) information will be added in Step 3 (Student). You are now associated for all reports generated using the PTOManager system.

7. **How many volunteer hours do I have to complete each year?** 10 hours per family.

8. **What constitutes a school year?** The day after graduation through mid-May of the following year. (ie: If graduation is 6/7, you can begin earning volunteer hours on 6/8 for the FOLLOWING school year.)

9. **I had leftover hours from last year; where do I input those hours?** Volunteer hours are NOT carried over from one year to the next. You are among the many, many parents who give more than the 10 hours required and parents like you are what make Buckingham a step above the rest!

10. Where can I get a Parent Participation Record (PPR) for recording my volunteer hours? On line at www.buckingham.schoolloop.com; click the "Parent Hours" tab (on the left-hand side) and click "Parent Participation Record (PPR)."

11. How do I get the volunteer hours I/we worked RECORDED? Simply turn in your completed and signed PPR at the front school office using the appropriate file.

12. I go to the page where my info is...you know, name, address, etc. And it flashed with my address...but then went blank, and in the green boxes is my old email address. So I update everything - name, address, telephone numbers and correct email. I click save. I go and check my hours. That looks ok. Then I go back to the account info...and it is back where it was before I changed everything. What happened? This most likely is a result of you and the system administrator being in the system and coincidentally being in your record at the same time. You are very lucky today, this is very rare! If you log out and check back in a several minutes, you will see that your information was actually saved and all is well. If it didn't save, please re-enter your information and we are sorry for the inconvenience.

13. How do I know HOW MANY HOURS I have completed? Log into buckingham.ptomanager.com, click the My Information Tab; click step 1 (Volunteer Information); notice Hours Volunteered to Date (lower right-hand side of screen). This shows you the number of hours that have been entered for your Volunteer time.

14. How long will it take for my hours to be entered? The cycle for the Parent Participation Record (PPR) input process goes like this.

- a. Volunteer completes hours and gets signature of Staff/Chair leading the event.
- b. Volunteer turns in PPR in main school office.
- c. All PPRs are picked up weekly. The day may vary depending on the pick up cycle.
- d. Hours input will be completed within 10 school days of PPR pick up.

15. I attended the SHIELD meeting, but I haven't been credited the hour yet? Please ask yourself:

- a. Did you complete your PPR with the volunteer name listed in the PTO Manager system?
 - ie. If no, there is no way to input and verify that you actually attended the event and you will NOT be given credit for parent hours.
- b. Did you list the correct student last name and put your PPR in the correct file in the school office?
 - ie. If no, please resubmit a copy of your signed form.
- c. Has it been **10 school days after pick up**?
- d. If all of your answers are **yes**;

Contact the program administrator at BCMHSparenthours@gmail.com.

16. How do I contact the Committee Lead? Simply click on the provided email address link to the right of the Event title and type away!

17. More than one adult attended an event, how many hours do I earn? A family earns hour(s) for each of the adult family member volunteers who attended and WORKED at the event. Only one hour per family is earned for attending meetings.

18. How do I record hours for Multiple Volunteers at the same event for the SAME family? All volunteers' hours should be recorded on the same Parent Participation Record.

- a. You can now enter the combined total number of hours you earned as **a combined total**.

19. I donated items; how does it get recorded as hours under the Event?

20. My Hours are not showing all the events I worked. Ask yourself:

- a. Have I turned in my parent participation record (PPR) identifying the **SAME** name as the Volunteer Information I used to register in buckingham.ptomanager.com and is it signed by the Staff/Chair? If you have NOT used the SAME name as listed under the Volunteer Information, your PPR is STUCK. Parent hours can only be input with approved hours that **MATCH** the volunteer name listed on the PPR. Please email your questions to your parent hours contact with the name you used on your PPR so verification can be made.

1. I HAVE TURNED in my PPR and it has been **MORE** than 10 school days.

Please email your questions to your parent hours contact and include the volunteer name as it appears in the system, the event you volunteered for, when you turned in your PPR, and contact information.

22. We have two or more people who volunteer for our family AND we live in the same household, how do we record and report those hours? **ALWAYS** use the same name as you used on the Volunteer Information as the Parent / Guardian Name on your Parent Participation Record, even if the actual worker for that event has a different name.

23. We have two or more people who volunteer for our family AND we DO NOT live in the same household, how do we record and report those hours? To avoid miscalculations, **multiple household** students must be registered utilizing only **one** account.

24. I cannot find the specific event I worked at / donated to. Events are listed in order by Date. Not all opportunities you volunteer for will be listed under the Events.

- a. Every Event available for parent hours is listed. **Reoccurring Events** (monthly SHIELD meetings, parent meeting, school dances, etc.) will be posted two months ahead of the scheduled date. **One-time Events** will be posted as soon as the information is received by our system administrator.

25. The date of the event isn't the same as the date I earned my volunteer hours: Upon input the actual date you volunteered will be entered into the PTO Manager system. Those hours will still show as being completed in your Total Hours report from August through May.

27. I donated a gift card how do I record the hours earned? The total dollar value, with receipt attached to your PPR, will be translated to 1 hour for each \$20 donated.

28. I do not have copies of my paperwork as I gave it to the person I volunteered for because it was after school hours/off campus. It is the responsibility of the volunteer to make a copy and turn in all signed Parent Participation Records.

29. I am not getting emails / My email address has changed and I am not getting emails anymore? You have complete control over your email address. You can update and change your email address under the "My Information." Also, double check to see if you had accidentally checked, "Do Not Email Me."

30. Do I earn parent hours for loaning items for SHIELD or BCMHS events? You do not earn parent hours for loaning things. Parents do this because they want to see the show/event be successful.

31. Why are some Events blue and underlined and some black? Events that are blue and underlined can be clicked on to show additional information regarding the event specifics.

32. My student volunteered to be on a committee for his/her class, how do I report those hours? Hours a student may work are NOT considered to be volunteer hours. Work done by parents/guardians or other adult family members only may qualify

33. I have completed my parent hour participation obligation can I sell / give / work for another family to complete their hours? No, Buckingham Charter Magnet High School does NOT allow the selling, giving, or working off parent hour participation obligation on behalf of other families.

Event specific questions.

. I donated school supplies / teacher's wish list donations.

For donations to Buckingham Teachers, complete your Parent Participation Record, attach a copy of your receipt and have the teacher sign off on your purchase and turn in to the school office. Hours will be credited as approved by the school administration at a rate of \$20 per service hour.

. I purchased Spaghetti Feed Tickets; how do I record those hours?

We appreciate your support of our fundraisers, but purchase of tickets for which you receive something of value in return, (ie. a meal, a carwash, a raffle ticket) do not qualify for service hours.

. I did work for a teacher in the class room, where will I see those hours? Classroom support / events.

. I only see View My Tasks for Event listed on the right-hand side across from the Event.

You can click View My Tasks for Event to show the approved hours you have worked for an event.

. I / we attended School Beautification Day and those hours don't show. All attendees at Beautification Day are required to sign in and out with the lead AND have the lead sign your Parent Participation Record (PPR). You are responsible to turn in your signed PPR. All hours should be (recorded) as a combined total of all adults who worked for the family that day.

. I / we worked June Beautification, when do those hours get credited? The general rule for June Beautification hours is if the event falls after graduation those hours will be used for the following school year. These event hours cannot be used for two different school years.

**CHARTER RENEWAL
FOR
ELISE P. BUCKINGHAM CHARTER MAGNET HIGH SCHOOL
VACAVILLE UNIFIED SCHOOL DISTRICT**

I. The Last Five Years

Origin

Vacaville Independent Charter School—California’s 56th charter school—was originally chartered on May 19, 1994 by the Board of Trustees (Board) of Vacaville Unified School District (VUSD or District). Following a student presentation to the Board, the school was renamed Elise P. Buckingham Charter School. Phenomenally successful, BCMHS was the first charter school to be awarded a Digital High School Grant by the California Department of Education (1997). Buckingham successfully renewed its charter in 1999 as an independent study charter serving approximately eleven hundred K-12 students. Subsequent to a material charter revision, in September 2003 Buckingham Charter Magnet High School (BCMHS or charter school) welcomed three hundred students as a 9-12 site-based, small high school, focused around a college preparatory curriculum for all students. The previously developed Visual & Media Arts program was retained to provide a unique elective curriculum and to help attract a diverse student body. In spring 2005 BCMHS was granted a six-year accreditation from the Western Association of Schools and Colleges.

In fall 2005, VUSD’s Superintendent directed Buckingham’s administrator to form a group representing all core stakeholders to discuss critical issues facing BCMHS and VUSD, the future of the school within the district, and charter renewal. Comprised of credentialed and classified staff, parents, students, community members, site and district administrators, and school board members, the group engaged in both issue-specific discussions and Board-directed Strategic Planning sessions with the final intent of writing a charter that more seamlessly integrated the school into Vacaville Unified School District, yet preserves the unique nature and culture of BCMHS. The resulting charter was approved by VUSD’s Board of Trustees on April 17, 2008.

BCMHS shall seek to resolve student and parent disputes in accordance with Board policies, administrative regulations, intra-agency directives, and charter school procedures. If requested, the charter school Administrator shall provide a student or parent with a written statement documenting the findings of fact and determination. All dispute resolution decisions are subject to review by the Superintendent.

Parent Participation Requirement

Parental involvement is understood to be a significant contributor toward a student's success in school and the state Education Code allows for alternative programs that require parent volunteer hours (CA Ed. Code 51120-51121(a-e); 58500-58512). With this in mind each Buckingham family is required to contribute a minimum number of service hours per school year as specified in the "Student and Parent Handbook" to support the students, the school and its programs. The Handbook also specifies how the hours may be served and what portion of the service hours may be contributed through donations. Failure to complete the service hour requirement may result in revocation of the Enrollment Master Agreement and student dismissal.

A family experiencing a hardship which affects its ability to meet the service hour requirement may request a temporary waiver of the parent volunteer hour requirement. A Waiver Form is available from the Shield Board President or charter school administrator. All information is kept confidential between the families requesting the waiver, the Shield Board and the charter school administrator.

Attendance

A student's failure to maintain attendance per state law, VUSD policy and administrative regulations and Buckingham attendance policy will result in the following actions:

- After five (5) unverified or unexcused absences or trancies per year, the BCMHS Attendance Office will send the parent/guardian an Attendance Letter.
- A second Attendance Letter will be sent to a student's parent or guardian after ten (10) unverified or unexcused absences or trancies per year.
- A third Attendance Letter will be sent to a student's parent or guardian after fifteen (15) unverified or unexcused absences or trancies per year. A third Attendance Letter will also result in an Intervention Action Plan (see below).

Guidelines for Parent Service Hours

Buckingham Charter Magnet High School

Thank you BCMHS parents for participating in our Parent Service Hours Program. Please be sure to register on PTO Manager to establish a parent service hour account (go to the “Parent Hours” tab on the Buckingham website and select “Step-by-Step Instructions for Parent Hours” for registration instructions). Once you have registered, please open the “Parent Participation Record (PPR)” document and print it out. This form must accompany any donation (monetary, supplies or volunteer hours) and must be submitted to the appropriate individual. See below for detailed instructions.

1. There are **four ways to have service hours credited** for fulfillment of your 10 service hour requirement:

- I. **Monetary donation to Buckingham YIMF/SHIELD** – this can be either cash or check and is used to purchase items that are approved by the SHIELD Board for our school and students.
- II. **Monetary or Supply to BCMHS** – this can be cash, check or physical items requested by teachers. This donation can be given directly to a teacher for classroom use. The teacher will receive the donation ALONG with the PPR (Parent Participation Record) form. The teacher will sign the PPR form and return the form and any money to the main office for processing. Any monetary donation will be recorded by the teacher on a VUSD deposit slip and given to the office for deposit to the specific teacher/classroom account.
- III. **Monetary or Supply to ASB** – this can be cash, check or physical items donated to a specific Associated Student Body club/team with a charter on file with ASB. This money should be given to the club advisor, coach or directly to Ms. Dosker in the office. She will prepare a receipt and the ASB club advisor will prepare an ASB Incoming Funds form and process it through the weekly ASB meeting. The money will be deposited directly into the specific ASB account and can be used for club expenses once approved by the ASB Student Leadership team.
- IV. **Service hours** - volunteering time through a variety of events (athletics, theatre, music, campus work days, filing, etc.) These hours must be pre-approved by the appropriate individual. A PPR must be completed by the parent volunteer and signed by the advisor/staff member in charge of the particular event. Signed PPRs should be turned in to the Main office front desk.

Please follow these guidelines and go to the “Parent Hours” tab on the Buckingham website for Parent Participation Records (PPRs) and further information.

2. The BCMHS Parent Service Hours Program is administered by the parent organization, SHIELD, and each family must contribute a minimum of 10 hours per school year.

3. Hours should be entered on a Parent Participation Record (PPR) and submitted to the front office. Keep a copy for your records.

4. Parents should make every effort to work throughout the year. Families must complete the first 5 hours by **January 10** and complete their 10 hour requirement by **May 16**. A record of service hours accrued to date by parents/guardians will be sent home routinely for review and verification.

5. If you have arranged to help with end of the year activities (those occurring after **May 16**) please make a note on your last PPR. Include the name of the activity, the date, how many hours you will be working, and a staff signature.

6. All or part of your 10 hours may be contributed through donations. Donations are calculated at a rate of \$20 per hour. You may pay directly for your hours (a check payable to Buckingham YIMF/SHIELD), donate items needed for the school or classroom supplies, or a combination of the two. Attach your check or receipt to your PPR. If you donate cash you may not specify how it will be spent.

7. Hours must be worked by parents, guardians or adult members of the family only, and hours may not be transferred to another year or to another family.

8. If you are unable to work during your designated time, PLEASE contact the event leader or call the school office to leave a message for the person expecting you.

Examples of Approved Activities

Hours will be given for:

- | | |
|---|------------------------------------|
| 1. At home work for teachers | -length of time worked |
| 2. Baking | -1 hour per dish or batch/3dozen |
| 3. Donations of <u>requested</u> class/lab supplies | -\$20/hr; attach receipt |
| 4. SHIELD committee work | -length of time worked |
| 5. Driver for field trip, athletics, etc. | -driving time |
| 6. Theater help, supervision, tickets | -time worked on campus |
| 7. Helping with athletics, stats | -time worked |
| 8. Attend SHIELD meetings, | -1 hour per meeting |
| 9. Traffic direction, lunchtime supervision | -time spent on campus |
| 10. Office help | -time worked |
| 11. Campus beautification | -time worked |
| 12. BBQ, dances, fundraisers | -time worked |
| 13. Building and Field maintenance | -time worked/cost of supplies |
| 14. Window coverings | -time and cost of materials |
| 15. Plants in planters | -time and cost of materials |
| 16. Hala's Helpers/Campus monitoring | -time worked on campus |
| 17. Grants researched/applied for | -time worked / grant applied for |
| 18. Set-up and take-down for events/sports | -time worked |
| 19. Assisting clubs | -time worked on campus |
| 20. Coordinating volunteers | -time worked |
| 21. Decorating | -time worked and cost of materials |
| 22. Career/College Fair organization | -time worked |
| 23. Guest speaker | -time worked in classes |
| 24. Gift basket preparation | -cost of contents/keep receipts |
| 25. Special skills (construction, music, etc.) | -time and materials |

Hours not given for:

- Carpooling to or from school
- Driving only your student to or from an event
- Attending events but not providing assistance as committed
- Hours spent preparing food or shopping for donations
- Attending Back to School Night, Parent Conferences, or Enrollment Nights