

Parent Commitment Agreement Form

(If you have more than one student, please fill out one per household)

A. Personal Information

Mother's name: _____ Phone: _____

Employer: _____

Occupation: _____

Other Skills: _____

Home Email: _____

Father's name: _____ Phone: _____

Employer: _____

Occupation: _____

Other _____ Skills: _____

Home Email: _____

Student's Name and Grade (Students that attend MIT and new MIT students)

1. _____
2. _____
3. _____
4. _____
5. _____

B. Areas of Interests:

- ☐ Computer installation/maintenance
- ☐ Volunteer at school events Actively
- ☐ participate in parent
- ☐ groups/meeting
- ☐ Landscaping/grounds maintenance
- ☐ Carpentry/plumbing/electrical
- ☐ Tutoring: subject: _____

- ☐ Teacher Assistant
- ☐ Clean up duties
- ☐ Supervise students
- ☐ Painting
- ☐ Donations

Availability (days and hours): _____

Please refer to the handbook for any questions about your parent commitment hours requirement.

Please read each item to show you understand what is expected from you for the 2013-2014 school year.

I will complete my required hours, to keep my child enrolled at Mare Island Technology Academy. To get credit for my hours I will turn in my hour slips after completing an activity or donating items. I will check in and out of the Main Office and pick up a Volunteer Badge. I understand that it is my personal responsibility to check my e-mails, school newsletters, and bulletins for volunteer opportunities to complete my parent commitment hours. I understand that it is my right to have access to my commitment hours. I can obtain this information on the school website and from the Parent Commitment Coordinator. I understand that Mare Island Technology Academy will use this confidential information only as it relates directly to my volunteer application.

Signature

Date

Name (please print)

Mare Island Technology Academy

2 Positive Place, Vallejo, CA 94589
Phone: (707) 552-6482 Fax: (707) 552-0288

Student Handbook 2013-2014



A California Distinguished School

An AVID School

Other important information

Medication: Students taking prescribed or over-the-counter medication must have a Medication Form on file with the Main Office to have these medications administered by the school. All medications, except inhalers and medication for severe allergies, must be kept in the office. It is critical that all information about chronic illness or temporary conditions be kept in school files to support student health.

Work Permits: Students interested in working must obtain a Work Permit Application from the office. Student Services will grant work permits to students who meet the eligibility requirements of 1) satisfactory attendance - 95% or better and 2) maintaining a 2.0 grade point average (GPA). This policy applies year-round. Work Permits may be placed on probation or revoked if a student is in risk of failing. Grades will be reviewed every progress report period. MIT reserves the right to use discretion in issuing work permits (Education Code Section 75).

Lost and Found: All lost items are collected in the MPR. Unclaimed items will be donated to charity at the end of each school year. MIT Academy is not responsible or liable for lost or stolen personal items, including, but not limited to electronic devices, bicycles, skateboards, and clothing.

Counseling Services: Limited site-based, psychological counseling services are available to students by referral via the Academic Success Team (AST) process. The AST team includes the Director, Assistant Director, School Psychologist, Behavior Interventionists and Resource Program teacher; the team evaluates individual student needs by reviewing social, emotional and academic factors to determine which students might be best served by receiving counseling services. Typically, a student might receive counseling for a limited number of weeks once or twice per week. Students also receive academic counseling from the Academic Advisor as well as from teachers and administrators at MIT Academy.

Student Parking: Students may park only in the designated parking spaces on Rainier Street and only after completing a Student Driver Form (available in the Main Office) and receiving a registered MIT Academy Student Parking permit. Students may not go to their cars during the school day. MIT Academy is a closed campus; students may not leave campus for lunch.

Parent and Community Involvement

Teacher Conferences: Teacher conferences may be held in phone, in person, via email, or through online messaging. Parents may request a teacher conference by phone, e-mail, or submitting a written request in the Main Office. All teachers and staff may be reached at first initial last name @mitacademy.org, for example Matt Smith = msmith@mitacademy.org. Teachers are generally expected to respond within 24 hours (1 business day) of being contacted by a parent.

Back to School Night: MIT Academy's Back to School Night will be held in September for both the Middle and High School; check the parent newsletter or the MIT school calendar at www.mitacademy.org/calendar for dates. Use this opportunity to meet your child's teachers!

Curriculum Nights: To learn more about what's taught and how it's taught in particular courses, come to the scheduled curriculum nights listed on the school calendar www.mitacademy.org/calendar. Students will be asked to participate in the demonstrations and to exhibit examples of work.

"Commitment Hours" Requirement: MIT Academy has a family service commitment hour requirement. There are many volunteer opportunities available on campus, during the week, on Saturdays, and during the summer. Hours must be completed by adults (family members and/or friends) or high school students only; no middle school student or younger children are allowed on campus while family members are completing volunteer hours. If you have more than one student attending MIT, the commitment hour requirements are only for one

child, the one in attendance at MIT the longest. Please call the Commitment Coordinator in the Main Office (ext. 122) to find out more about available and potential volunteer opportunities, or check our website at www.mitacademy.org. Required hours are shown on the below chart.

Parent Commitment hours are based on the number of years a parent has been “enrolled” at MIT, with the exception of 12th grade students.

Parent Year at MIT	Number of Required Parent Commitment Hours
1st year	40 hours (first year at MIT)
2nd year	35 hours (2nd year at MIT)
3rd year	30 hours (3rd year at MIT)
4th year	25 hours (4th year at MIT)
5th year	20 hours (5th year at MIT)
6th year +	15 hours (6th year at MIT)
12th Grade	DC Fundraising (whatever it takes!)

Parent Workshops: MIT Academy offers a series of parent workshops designed for the parents of early adolescents and teens. Past topics have included how to better communicate with teens, effective discipline at home, and reasonable expectations of family involvement. Dates and times for parent workshops are listed on the school calendar www.mitacademy.org/calendar.

Outreach to Friends, Family, Neighbors

Reach out! Word of mouth is the best publicity, and we hope parents and children have a wonderful academic and personal experience here at MIT, and that in turn they will spread the word so more families will benefit from all that MIT has to offer. Be sure to like us on our MIT Facebook page and on the web (e.g., GreatSchools.org, etc.). And don't forget to “wear” an MIT bumper sticker with pride (available from the office).

eScrip

What is the eScrip program? Participating merchants contribute a percentage of your total bill each time your family makes a purchase using their grocery club or registered cards. There are no receipts to collect, no vouchers or certificates to buy, no hassles for you. It's a NO COST fundraiser, and every purchase counts. Parents, teachers, friends, and families are encouraged to register their grocery club cards and existing credit/debit cards as supporters. Sign-up for eScrip at Student Orientation or contact the Main Office. eScrip proceeds are split between the MIT Colorguard and the seniors' *Destination DC* fundraising program.

Leadership Roles

Parent-Teacher Network (PTN): The Parent-Teacher Network is MIT Academy's parent organization that provides support for student activities. The network is led by the PTN Council, a group made up of representative parents from each grade level. Students and teachers may request funding from this group for special projects. Every family belongs to the PTN; there is no charge. Meetings are held the first Thursday of every other month, beginning at 6:30 p.m. in the MPR.

English Learners Advisory Council (ELAC). All parents/guardians with an interest in English Learners are invited to attend the English Learners Advisory Council which meets the last Monday of every month at 6:30pm in room Z. Meetings feature opportunities to learn more about school policies, curriculum, and activities; to focus on

