



2012-2013 Family Participation Policy

The San Carlos Charter Learning Center (SCCLC) community seeks to make education a community passion. To this end, family participation is essential to the success of the education process. Family participation deepens the home-school connection, and helps reinforce improved educational outcomes. By meaningfully contributing their attention and energy to the school, parents and other family members are authentically modeling the importance they place on their children's education. SCCLC's mission is to develop learners who are competent, confident, productive and responsible young adults. This mission cannot be accomplished without the active and ongoing support of the entire SCCLC community.

Families are expected to participate in the operation of the school as an integral part of the staffing and support team, and with the SCCLC staff in the development and successful completion of the Personalized Learning Plan for their child. Families are also expected to participate in self-improvement programs or events that can enhance their children's home learning environment.

Family Participation Responsibilities

1. Each family will commit to the following number of participation hours annually:
 - One child - 80 hours
 - Two or more children - 120 hours
2. At least ten of those hours ideally should be spent participating directly with learners because time spent in this capacity has an immediate and direct benefit to the learners and the educational program. Direct Participation includes class time, computer lab, field trips, core project judging, homework club, recess and lunch duty and Educare.
3. Parents should attend at least three out of four SCCLC school-wide meetings each year (hours count toward family participation commitment).
4. Recording hours and meeting the yearly obligation is the responsibility of each SCCLC parent.
5. Volunteering for a specific duty or task requires total dependability; Educators and other families must be able to plan and schedule events or courses based on reliable volunteers.
6. Families having difficulties meeting the participation commitment should contact an administrator to discuss special arrangements.
7. A signed application stating that you agree to the Family Participation Agreement needs to be on file with the school as part of the enrollment requirements.

Volunteer hours can be spent on activities involving the educators, the SCCLC site or the learners.

Education – coordinated with the educators directly

- Primary teaching under the supervision of an educator
- In-class support as an educator aide
- Adult Workshops – parents teaching other parents
- Outside research in support of specific school projects
- Substitute teaching
- Driving on field trips
- Host an activity in your home or business
- Coaching an intramural/intra-district after school sport
- Organizing a community service project for learners

Administrative support – coordinated with the Director of Curriculum and Resources

- Supervision at school – lunch periods, front desk, homework club, computer club
- Operation support

Committee/Team Support

- PRT (Parent Resource Team)
- Technology Team
- Development Team
- Green Team

Maintenance – coordinated with the Coordinator of Operations

- Maintenance of the site – grounds, classrooms, etc.
- Repairs to equipment
- Composting, gardening and recycling efforts

Educare – coordinated with the Educare Director

- Substitute teaching during the Educare program
- Leading club activities
- Driving students from other schools

Families may fulfill participation hours in several ways:

- Parents/Guardians
- Other family members (grandparents, siblings)
- Child care providers, co-workers
- Sponsors - a volunteer, related or unrelated to the learner, who will fulfill the family participation commitment in lieu of the parent/guardian

Exception Procedures for Volunteer Hours

We recognize that there may be exceptions made for families who cannot fulfill their commitment due to special circumstances. Families may ask for an exception for any period deemed necessary (i.e., one month, one quarter, full school year). Exceptions can be made for a partial or full exception (i.e., 10 hours, 50% of hours, etc.).

Exception forms can be obtained from the Main Office. Completed forms should be returned as soon as possible. All records will be kept confidential. The School Director and the Director of Curriculum and Resources will review all exception requests.

After considering the exception request, SCCLC can agree to grant the full request, grant a partial request, allow additional buy-out of hours, or deny the request. "Hours of exception" may be granted to families in special circumstances. These are hours that, though they may be beneficial to the children attending SCCLC, may not directly benefit the school community. If granted, these hours of exception will count for the requested year only. Again, each request will be assessed on an individual basis. Exception decisions can be appealed to the SCCLC Board of Directors.

Buy-out Options

Monetary participation can be made in lieu of up to 50% of a family's obligation. The buy-out fee is \$20 per hour. Buy-out arrangements can be made through the Director of Curriculum and Resources or School Director. If an in lieu payment represents a financial hardship to a family, exception waivers of the buy-out may be granted.

Contract for Family Participation

The Contract for Family Participation needs to be signed and on file with the other enrollment documents as each child enrolls with the SCCLC. All contracts will be filed in the office. At the end of the learners' time here, these forms will be placed in their cumulative folders.

Consequences

Continued enrollment at the SCCLC is dependent on the family's record of meeting its participation commitment. In the event that the participation commitment is not met, the student may be "de-enrolled" from the school at the end of the academic year. The family will have to return to their home school or seek a different educational setting.

Approved by the SCCLC Board of Directors on : February 15, 2012

Family Participation Agreement

I understand that by enrolling my child(ren) in the San Carlos Charter Learning Center (SCCLC), I have agreed to volunteer my time and expertise (or secure a sponsor) in order to obtain the highest standards of education and insure that the goals and objectives of the Charter are consistently met. I acknowledge that I have read the attached Parent Participation Policy and I agree to abide by its provisions. Additional policies and expectations covering all aspects of the education process and the administration of the SCCLC will be developed and published with input from educators, parents/guardians and learners through team meetings, parent meetings and the Governing Board. I agree to support and abide by these policies and expectations and to participate in the learning process at home and at the school site. I understand that new and revised policies will be necessary as the SCCLC grows. I also agree to participate in the development and successful completion of the Personal Learning Plan for my child. I also understand that the SCCLC is not a traditional school environment and can only be successful with the active participation of all Charter families.

Family Participation Policies

- Families will volunteer at least 80 hours per year if they have one child enrolled at SCCLC.
- Families will volunteer at least 120 hours per year if they have two or more children enrolled at SCCLC.
- Families are responsible for recording their hours completed on the SCCLC website, which may be accessed on a dedicated terminal in the SCCLC office. All hours must be recorded within 60 days of completion or they will not be counted towards this Family Participation Agreement.
- June, July, and August hours can be applied to either the prior or upcoming school year.

Your signature below indicates your agreement with the above statements and your commitment to adhering to the stated Family Participation Policies.

Learners' Names: _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____