

Parent Participation

at

Lake County International Charter School



Parent Participation at LCICS

The school community should function as an alliance between parents, community members, school administration, staff, and students.

– LCICS Charter Petition, 2005

Who We Are & What We Do

When the LCICS was founded in 2003, its founders recognized that parent participation was a key component in student success in school. Since the beginning, parent participation has been a major contributing factor to the school's growth and success.

Parent involvement in our learning community establishes the family as partners in education and is crucial to your child's success. Research shows that children do better in school when their parents participate. This is the cornerstone of the charter school movement and LCICS. Parents are a valuable resource to our school community and are integral to providing a quality education for your child.

Family Commitment to LCICS

At LCICS we count on parents like you, who have chosen to send your children to our school, to help make LCICS an outstanding learning community. Each family is expected to commit 60 hours per year -or- an average of 6 hours per month; single family commitment is 40 hours per year -or- an average of 4 hours per month. We encourage you to spend part of your volunteer time in contact with the students. Being with the students helps families experience and understand the unique philosophy of the school.

There are many opportunities for parents and family members to volunteer at our school and fulfill their hours at school or at home such as:

- Volunteer Coordinator
- Classroom Secretary
- Classroom volunteering
- Tutoring
- Reading
- Food preparation (community or fundraising events, bake sales)
- Chaperoning field trips
- Monitoring recess and/or lunch
- Office assistance
- Parent-Teacher Council (PTC)
- Pickup donations (driving)
- Public Relations
- Maintenance
- School beautification
- Gardening
- Committees
- Charter Council (Board)
- Fund raising
- Community events
- Technology
- Newsletters
- Library
- Professional Services

Participating with your child in fulfilling their community service hours, attending Charter Council, Parent Teacher Council (PTC), or committee meetings, school-wide meetings (such as orientation), or parent education classes may also be used to earn credit for volunteer hours. Additional details and opportunities are supplied in the following pages. Please come to your child's classroom meeting in September with some ideas about how you would like to participate this year.

Parent Participation Agreement:

At the beginning of the school year each family will sign a *Parent Participation Agreement* form. This form affirms parents' commitment to participating in the school community by volunteering, or donating goods or funds in lieu of volunteer time, for the required amount of hours during the course of the school year. We recommend breaking your annual requirement up into monthly contributions. This will make your volunteer time part of your monthly routine and assist us in tracking hours, and in the smooth operation of our volunteer program. LCICS employees with children attending LCICS are not exempt from participation requirements.

You will find a *Parent Participation Agreement* and *Family Commitment Hours Monthly Reporting Form* in your 2008-09 School Year Registration Packet. Please return the *Parent Participation Agreement* to the office along with your other registration materials.

The agreement includes a commitment to:

- Contribute a total of 60 or 40 hours per year (as applicable to your household situation)
- Report volunteer hours on a monthly basis
- Attend classroom and school-wide orientation as well as student led conferences and parent-teacher meetings.
- Support the school in its fundraising efforts

Alternatives to Volunteering:

You may make monetary donations in lieu your total required volunteer hours. Donations of goods from the classroom or school's wish list with attached value amounts may also be contributed in lieu of volunteer hours. The recommended donation is \$10 per required volunteer hour, in funds or goods. We encourage you to complete at least a portion of your volunteer hours working with the students.

A grandparent or other relative or friend can help you out with your volunteer hours or you can contribute professional services or do your volunteer work from home.

Family Commitment Hours Monthly Reporting Form:

It is each family's responsibility to log their participation hours in the *Family Commitment Hours Monthly Reporting Form* and submit to the office regularly on a monthly basis. The LCICS Assistant Volunteer Coordinator will review these forms and keep families informed when they have fallen behind in their commitment. Your Family Integration Group (FIG) Leader – a parent from your child's grade level and classroom can assist you in identifying volunteer opportunities that best suit your availability, talents and interests.

We track participation hours for three reasons:

- (1) The cooperative spirit of our school community and our charter is dependent on each family fulfilling its commitment;
- (2) When we request donations and write grants we can cite the significant commitment of time our parents invest in our school
- (3) Parent participation is a key element of student and school success and we are all accountable for our contributions to the LCICS learning community.

Monthly timesheets should be submitted to the *Volunteers* mailbox in the office. You can also Fax to 987-8314, mail to LCICS, attn: Volunteers, PO Box 984 Middletown, CA 95461, or submit via email to volunteers@lcics.org. Reporting Forms are included in your Enrollment Packet, are available in the office, and may be downloaded from our website (see "Volunteers" link). Please be sure to keep a copy for your records.

School Wide Committees

The following are ways in which parents engage in helping to plan, coordinate, and develop various aspects of the school. Please consider contributing in a way that connects with your interests or skills.

Parent-Teacher Council:

- Plan and coordinate school wide Pot Lucks and other community events
- Assist in logistics and identifying point people for tasks
- Assist in identifying potential donations money and/or in-kind professional services
- Coordinate parent education seminars
- Coordinate evening '*Adult Learning Tree Program*' seminars

Fundraising & Events:

- Plan and organize fundraisers such as: Spaghetti Feast, Annual '*Live and Give Celebration*'
- Solicit donations from business
- Provide Public Relations as well as graphics for events
- Record Keeping: Recording donations from fundraising events
- Follow-up: Sending thank you letters and receipts for donations

Garden and Site Beautification:

- Plan and implement garden and landscaping project.
- Identify and coordinate site maintenance tasks

Grant Writing:

- Receive requests from other committees for specific grant needs
- Identify potential funding opportunities
- Write, and compile applications to private and public grants

Library / Media Center:

- Catalogue books and media
- Maintain the Library / Media Center
- Identify possible grant resources
- Solicit donations for the Library / Media Center
- Collaborate with Administration in identifying technology and media needs
- Update Technology Plan in collaboration with Administration and teacher representatives.

Nutrition & Health:

- Plan and research our *Garden-to-Table Program*.
- Identify possible grant resources.
- Maintain emergency pantry
- Facilitate parent and student nutrition and health education

Communications:

- Newsletters
- Press Releases
- Marketing

Classroom Volunteers

There are many ways you can help your child's teacher onsite or from home:

Classroom Secretary/Mother: Assists the classroom teacher in organizing volunteers. Attends monthly PTC meetings as the classroom representative.

Scheduled Classroom Volunteers: Parents that are available to come and complete routine tasks or help with general classroom duties at regularly scheduled times (correcting and recording weekly spelling test grades, supporting students in reading, math or projects, helping organize the classroom, etc.)

Informal Classroom Volunteers: Parents who come when available (on a non-scheduled basis) to complete open tasks on the teacher's 'to do' list such as: photo copying, student support, word processing, decorating bulletin boards, hanging student work, tidying up, etc.

Driving/Chaperoning on Fieldtrips

Classroom Beautification

Many classroom volunteer duties can be accomplished at home such as:

- **Fieldtrip Coordinators**
- **Class Celebration Coordinators and helpers**
- **Class Fundraising**
- **Newsletter Contributor**

Additional School Wide Participation Opportunities:

There are many additional important participation opportunities that support your child and the LCICS Learning Community.

- **Recess and Lunch Duty:** This is a crucial and important aspect of the school community and school culture. Please consider volunteering for this important daily activity. You may choose to do this in conjunction with other volunteer opportunities (classroom, office, site garden etc.) or come in specifically to help monitor recess and lunch. You can commit to all or part of the schedule:

Recess

Recess K: 9:40 am -10:00 am
Recess Grades 1-4: 10:00 am -10:20 am
Recess Grades 5-8: 10:20 am -10:40 am

Lunch

Lunch K: 11:50 am -12:30 pm
Lunch grades 1-4: 11:50 am -12:30 pm
Lunch grades 5-8: 12:30 am - 1:10 pm

Please contact Laura Stalker in the office to set up your schedule to assist with lunch and/or recess duty. Training in mediation techniques will be provided.

- **Office Support:** Volunteers will schedule times to assist with general administrative duties in the office: Please contact Laura for scheduling

- **Miscellaneous Participation Opportunities:**

You can assist any committee with tasks without being a committee member:

- **Donations of Funds or Good in Lieu of Volunteer Hours:**

You may make a monetary donation in lieu of your required volunteer hours. Donations of goods from the school wish list with attached value amounts may also be contributed in lieu of volunteer hours. The recommended donation is \$10 per required volunteer hours, in funds or goods.

- **Participation in Community Service and Events:**

- Charter Council and/or Parent Teacher Council (PTC) -or- committee meetings, school-wide meetings (such as orientation)
- Parent education classes
- Public meetings such as MATH (Middletown Area Town Hall) or MUSD (Middletown Unified School District) Board meetings when LCICS parent presence is requested (via LCICS phone tree)
- Participating with your child in fulfilling their community service hours

Parent Teacher Council (PTC) Leadership

The PTC will meet monthly. A teacher representative, the Director, and when available a representative from the Charter Council shall be present. The following four key positions will help lead the PTC and parent participation at LCICS.

PTC President – Volunteer Coordinator

- Coordinates with Director and committees to identify volunteer and other school needs (materials funding, professional services, etc.)
- Informs Newsletter/webmaster and FIG Leaders of volunteer and other needs on a regular basis via email
- Identifies and coordinates time, place and point person for volunteer opportunities.
- Receives, compiles, updates, and communicates volunteer positions filled and other pertinent info to FIG Leaders and Director (or designee).
- Coordinates volunteer acknowledgement (assemblies, Newsletter etc)

Assistant Volunteer Coordinator

- Tracks parent volunteer hrs.
- Sends monthly accountability notes to families
- Informs FIG facilitators if group member is not submitting monthly form or falling behind in participation
- Compiles list of volunteers to be thanked
- Updates school wish list

Secretary:

- Provides and posts agenda for PTC meetings.
- Provides minutes for PTC meetings

Treasurer:

- Tracks funds raised from events, and donations
- Tracks parent donations in lieu of participation (\$ and goods \$ value as necessary)
- Disburses funds raised
- Audit-ready book keeping

LCICS Family Commitment Hours Monthly Reporting Form

Month: _____ 2008-2009 Total hours completed for the month: _____

Family Name: _____

Child(ren) & Grade(s): _____

All families are required to volunteer time at LCICS. The annual commitment required is:

_____ 60 hours (6 monthly) _____ 40 hours for single parent households (4 monthly)

Date	Class-room	Field-trips	Clerical /Recess	Charter Council /PTC	Garden Site	Nutrition Health	Community Building	Fundraising /Events	Newsletter /PR	Grant-writing	Media Center/ Tech.	Meetings	Community Service	Other	In Lieu Donations
TOTAL:															

Notes:

- Classroom Assistance:** Support of teacher and classroom, including class-based fundraising
- Fieldtrips:** Assit in coordinating, chaperone, or driving on field trips
- Clerical/Recess:** Support of office staff
- Charter Council/PTC:** Participation in leadership
- Garden/Site:** Upkeep and beautify school grounds
- Nutrition/Health:** Food program, Parent/Student education
- Community Building:** Assist with schoolwide events, parent education etc.
- Fundraising/Events:** Organize fundraising events, solicit donations, etc.

- Newsletter/PR (aka Communications):** Newsletters, PR, Marketing
- Grantwriting:** Identify, write and comple grant applications
- Media/Tech:** Maintain Library/Media Center, Tech Plan
- Meetings:** PTC meetings, Council meetings, MUSD and MATH mtgs.
- Community Service:** Active support of child's community service
- Other:** Other work including professional/other services. Pls. describe.
- In Lieu Donations:** Donations of funds/goods in lieu of hrs. Please specify item/value



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Parent Participation Agreement

I have read and understand the participation commitments of enrolling my child(ren) in the LCICS. I am aware that if my participation commitment falls behind, a member of the Parent-Teacher Council (PTC) will contact my family to work out ways to fulfill my participation commitment. Families who wish to commit to the responsibilities of the parent participation at LCICS acknowledge that they have done so willingly, and are aware that enrollment in other public elementary schools is available to their child(ren).

Parent/Guardian Name – Print

Parent(s)/Guardian(s) Signature

Date

Children's Name(s) print

Grade
