

**SAN CARLOS CHARTER LEARNING CENTER**  
**Family Participation Policy**

The San Carlos Charter Learning Center (SCCLC) community seeks to make education a community passion. To this end, families are invited to participate in the operation of the school in an integral way and in self-improvement programs or events that can enhance their children's home learning environment. Meaningful family participation is a shared value among the educators, administration, and families at SCCLC.

Family participation is essential to the success of the education process. Family participation deepens the home-school connection, and helps reinforce improved educational outcomes. Active family participation also builds and strengthens our community. By contributing in a meaningful way 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. The active and ongoing support of the entire SCCLC community helps us to accomplish our mission.

We recognize that every family is able to be involved at different levels due to such circumstances as family, work, health, or cultural reasons. We do not require mandatory service from families, and under no circumstances shall any learner suffer any adverse consequences including, without limitation, denial of enrollment or re-enrollment based upon a family's level of service or other contribution to the school.

**Family Participation Guidelines**

1. We recommend and encourage each family to volunteer between 80 (one child) – 120 (two or more children) hours annually.
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, assisting with classroom technology, field trips, enrichment classes, recess and lunch duty, and Educare.
3. We encourage parents to record their volunteer hours in our online log because it provides the school with important data. In particular, it helps us understand how much time is required to support our various programs and helps us quantify our parent participation level for the purposes of grant writing and state reporting.
4. 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.

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 Volunteer Coordinator

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

**Committee/Team Support**

- PRT (Parent Resource Team)
- Technology Team
- Governing Board (GC)
- Garden Team
- Fundraising Team (SCCLCFA or SCEF)

**Maintenance** – coordinated with the Office Manager

- 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 contribute 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 are working on behalf of the family

The Family Participation Affirmation needs to be signed and on file with the other enrollment documents as part of the enrollment process at SCCLC.

Approved by the SCCLC Board of Directors on: December 10, 2014

**Family Participation Affirmation**

I understand the importance of volunteering my time and expertise at San Carlos Charter Learning Center (SCCLC) in order to help SCCLC obtain the highest standards of education and ensure that the goals and objectives of the Charter are consistently met. I acknowledge that I have read the attached Parent Participation Policy and I understand its provisions. I understand that new and revised policies will be necessary as the SCCLC grows. I also understand that the SCCLC is not a traditional school environment and can be most successful with the active participation of all Charter families.

**Family Participation Guidelines**

- Families are recommended and encouraged to volunteer at least 80 hours per year if they have one child enrolled at SCCLC.
- Families are recommended and encouraged to volunteer at least 120 hours per year if they have two or more children enrolled at SCCLC.
- Families are asked to record their annual hours completed on the SCCLC website.

Your signature below indicates your understanding of the above statements and your alignment with the stated Family Participation Policies.

**Learners' Names:**

\_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_