



PARENT VOLUNTEER POLICY, 2019-2020

Alliance College-Ready Middle Academy 8

At Alliance College-Ready Middle Academy 8 parents are partners and are valued to take an active and meaningful role to ensure the success of our school. **We believe that your participation will really make a difference and will positively impact your child's academic progress.**

We encourage all parents, legal guardians and adult family members to become actively involved at Alliance College-Ready Middle Academy #8 by serving as a parent volunteer. Your time, talent, and enthusiasm are an integral part of the day-to-day functioning of the school and the overall academic development of your child.

Not only will the school and your child reap the benefits of your involvement – you will too! As a parent volunteer you will:

- Allow the school to get to know you and your child better
- Interact with administrators, teachers, counselors and other school staff
- Meet and network with other parents
- Gain a firsthand understanding of what your child is learning in class and how to partner with your child's teachers
- Learn how the school is progressing and how to monitor your child's progress
- Have immediate access to parent educational workshops and other educational resources to support your child's pathway to college
- Have the opportunity to provide feedback and take part in decision making

There are a number of ways you can volunteer and demonstrate your commitment at Alliance College-Ready Middle Academy #8. Parent volunteer hours can be earned by directly supporting the school and by supporting your child academically.

School Support

Possible volunteer opportunities to support the school include:

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard or visitor's supervision
- Assisting with making phone calls
- School beautification
- Leadership activities:
 - Organize a special event (as part of a school committee)
 - Participation in School Coordinating Council (SCC), or School Board of Directors (SBOD) meetings
 - Advocacy training/events

Academic Support

Possible volunteer activities to support your child academically include:

- Parent workshop participation
- Classroom observations
- Parent-teacher conferences
- Counselor meetings
- Leadership activities:
 - Act as a classroom helper
 - Mentor or tutor students
 - Educate other parents (Parent Leadership Academy, PLN)

If you would like to volunteer for specific volunteer opportunities or if you have any questions, please contact the school's Parent Engagement Specialist & Activities Coordinator, Stephanie Vargas at (323) 269-2156. We truly appreciate your participation as a parent volunteer and we will make every attempt to match your interests and skills with projects or tasks that you are comfortable with.

I hope you find the parent volunteer guidelines helpful as we work together as partners in your child's education.



PARENT VOLUNTEER GUIDELINES, 2019-2020

Parent Volunteer Commitment – 40 Hours

1. Each family is encouraged to volunteer 40 hours per school year. It is suggested that 20 hours be applied to supporting the school and 20 hours be applied to supporting your child academically.
 - a. If you have multiple children attending the school, it's one set of 40 hours
 - b. Only parents, stepparents or legal guardians will be credited with volunteer hours. Family members (21 years and older) who reside in the same household can also be credited with volunteer hours with the Principal's approval.
 - c. All encouraged volunteer hours should be fulfilled prior to the last day of school.
2. Parents are encouraged to attend at least 4 educational workshops, which will count towards the recommended 40-hour volunteer commitment.
3. Monetary contributions and donations will not be accepted in lieu of parent volunteer hours.
4. Volunteers who serve as parent leaders on a school committee or special activity for the entire school year or for the duration of a particular project will automatically earn 20 or more hours of volunteer credit.
5. Failure of a parent to meet the recommended 40-hour parent volunteer commitment will have no effect on a student's enrollment, grades, credits, ability to graduate or in any other way.

Parent Volunteer Requirements:

6. All parent volunteers must sign a liability waiver and the school will perform a Megan's law check.
7. If you volunteer more than 10 hours per week and/or will be directly interacting with students, you are also required to take a TB test and secure a Live Scan background check.

How to Volunteer

8. Feel free to call the school at the beginning of the school year or any time thereafter and make arrangements to volunteer at the school.
9. Notify the school at least 24 hours in advance if you need to reschedule.
10. To participate in a workshop or special training for parents, please refer to the monthly calendars and/or schedule of parent workshops for the year.

Volunteering at the School

11. The school will monitor the number of volunteer hours each family has accumulated.
12. All volunteers must sign in and sign out at the front office, the same as all school visitors.
13. All parent volunteers need to wear identification before beginning any on campus volunteer activity or before going into the classroom. Each parent volunteer will receive a name badge and/or a Parent Volunteer vest.
14. Please respect classroom activities and the privacy of faculty and staff when volunteering.
15. Please do not engage your child's teacher in personal matters, instead schedule regular conferences throughout the year.

Recognition

16. Parents who earn 40 or more volunteer hours will be recognized.
 17. All parent volunteers who complete the encouraged parent volunteer hours each semester (Fall 2018: 20-hours & Spring 2019: 40-hours) will be invited to a "Thank You" celebration. At this function, parents who have met or exceeded the recommended volunteer hours will receive a certificate.
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WAYS TO SERVE AS A PARENT VOLUNTEER, 2019-2020

Parents are partners and are encouraged to volunteer a total of 40-hours per school year. Below is a list of suggested volunteer activities. Consider volunteering 1-hour per week or 4 hours per month. Research shows that students succeed at high levels when parents and the school work together as partners. If any questions, please contact Ms. Vargas at (323) 269-2156. We truly appreciate your time and talent as a parent volunteer!

Possible volunteer activities to support your child's school and earn 20-hours:

School Support	August- June	Hours
• Office support		
• Nutrition and lunch distribution		
• Yard supervision		
• Arrival and dismissal supervision		
• Field trip assistance and supervision		
• Fundraising/recruitment activities		
• School beautification		
• Active participation in school committees		
• Advocacy & leadership activities		
• Completing and submitting Parent Satisfaction Survey and/or other school surveys		
• Participation in the School Coordinating Council (SSC), Town Hall or School Board meetings		
Potential Total School Support Hours:		20

Important Notes:

1. All parent volunteers **must** sign a liability waiver and the school will perform a Megan's law check.
2. If you volunteer more than 10 hours per week and/or will be directly interacting with students you are also **required** to take a TB test and a secure a Live Scan background check will be required if parent volunteer will be interacting with students without supervision of an Alliance College-Ready Middle Academy 8 employee.
3. Volunteers who serve as parent leaders on a school committee or special activity for the entire school year or for the duration of a particular project will automatically earn 20+ hours of volunteer credit. *For more information, read the Parent Volunteer Policy & Guidelines

Possible volunteer activities to support your child academically and earn 20-hours:

Academic Support	August - June	Hours
• Registration to Parent Square (system used for communication between school & families)	4 hours	4
• Participation in 4-parent educational workshops or other learning opportunities	4 x 2 hours per workshop	8
• Attend Back to School Night, Open House or other school events		
• Participation in scheduled parent-teacher conferences		
• Communicate with your child's teachers (phone, text, email or in-writing)		
• Become familiar with the digital curricula the school is using to help your child learn the common core standards		
• Conduct classroom visits		
• Offer tutoring or classroom support		
• Review your child's agenda, in-class work, homework, and special projects		
• Use Pinnacle to monitor your child's grades, attendance, and behavior		
• Review your child's progress report card and/or final report card (every 5 weeks)		
• Foster a learning environment at home (establish an ideal study center, secure books, school supplies and/or equipment your child needs)		
• Help your child develop a regular study routine and manage their time wisely		
• Talk with your child about what they are learning		
• As a family, read together for pleasure		
• Visit museums, book fairs, bookstores, and/or your local library		
• Mentor and/or educate other parents (Parent Leadership Network, PLN)		
• Meet with your child's counselor each semester	2 hours	2
• Attend college conferences/fairs and visit college campuses during winter and spring break		
• Participate in IEP meetings (if applicable)		
• Use the school's parent volunteer coupons to support your child academically		
Potential Total Academic Support Hours:		20



COUPONS FOR PARENT VOLUNTEER HOURS Dear Parent/Guardian:

Alliance College-Ready Middle Academy 8 is committed to working with parents as partners in their child’s education. **Use the coupons provided to support your child academically and meet up at least 20-hours of the encouraged annual 40-parent volunteer hours.** Please complete and turn in the coupon(s) along with other requested materials to Ms. Vargas. If you have any questions, contact Ms. Vargas at (323) 269-2156. Thank you. ☺

Going to the Library or Bookstore

Name of Student: _____

Name of Parent: _____

Number of Hours at Location: _____

List the titles of the books checked out or purchased:

1. _____
2. _____
3. _____

Staff ONLY:

Date Received: _____ PES Initials: _____

Visiting a Museum

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Name of the museum: _____

****Attach museum tickets, pamphlet(s), or a photo or any other related receipts.**

Staff ONLY:

Date Received: _____ PES Initials: _____

Attending a College Fair or Campus

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Which university or college did you visit?

What did you learn? _____

****Attach a parking receipt, pamphlet(s), or a photo.**

Staff ONLY:

Date Received: _____ PES Initials: _____

Helping Your Child Study for a Test

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Name of the Class: _____

How did you help your child prepare for their test?

Staff ONLY:

Date Received: _____ PES Initials: _____

Monitoring Your Child's Progress

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

- Did you go online to view your child's grades? _____
- Did you review your child's progress report or report card? _____
- Did you meet with your child's teacher and/or observe your child in class? _____
- Other _____

Is your child on track? _____ If not, what do you plan to do? _____

Staff ONLY:

Date Received: _____ PES Initials: _____

Helping Your Child Complete a School Project

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Name of the Class: _____

How did you help your child with their project?

Staff ONLY:

Date Received: _____ PES Initials: _____

Spending Quality Time With Your Child

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

What did you do together? _____

What did you talk about? _____

Staff ONLY:

Date Received: _____ PES Initials: _____

Helping Your Child With Homework

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Name of the Class: _____

How did you help your child with their homework?

Staff ONLY:

Date Received: _____ PES Initials: _____

Exploring Careers With Your Child

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Which careers did you explore? _____

What did you learn? _____

Staff ONLY:

Date Received: _____ PES Initials: _____

Exploring How to Prepare, Apply, and Pay for College

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Which resources did you use? (Internet, books, brochures, etc.)

What did you learn? _____

Staff ONLY:

Date Received: _____ PES Initials: _____

Exploring Learning Apps or Websites

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Which learning Apps and websites did you explore?

What did you learn? _____

Staff ONLY:

Date Received: _____ PES Initials: _____

Talking to Your Child About What They Are Learning

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

What did you ask your child?

What did you learn? _____

Staff ONLY:

Date Received: _____ PES Initials: _____

Reading Together As a Family

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Which book(s) did you read?

Did you enjoy the experience?

Do you plan on doing this again? If yes, which books will you read?

Staff ONLY:

Date Received: _____ PES Initials: _____

Creating a Home Library

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Which books did you secure?

Which books do you plan on getting?

Staff ONLY:

Date Received: _____ PES Initials: _____

Exploring the ACRMA8 website w/ your child

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

Which tabs did you explore?

What did you learn?

Staff ONLY:

Date Received: _____ PES Initials: _____

Any Family Activity

Name of Student: _____

Name of Parent: _____

Number of Hours: _____

What did the family do together?

Staff ONLY:

Date Received: _____ PES Initials: _____

