

## PARENT VOLUNTEER POLICY, 2018-2019

### 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 the Parent Support Group, Parent Advisory Council (PAC), Town Hall, School Site Council (SSC), 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, Sonia Inong at (323) 269-2156 and/or via email at [sinong@laalliance.org](mailto:sinong@laalliance.org). 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, 2018-2019**

### **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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