







### Get Involved!

Dear Parent or Guardian:

Studies show that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. Moreover, most experts agree that parental involvement should go beyond attendance at teacher conferences and open house.

We realize, however, that each of our families is unique – with its own priorities, needs, talents, and time constraints -- and so we try to provide as many different kinds of opportunities for parental involvement as possible. Please review the volunteer opportunities suggested below, and check any you are interested in -- or tell us what you would like to do. This year, we are requiring all families to volunteer at least 40 hours of time per student/per parent or a minimum of a \$100 donation per student/per parent.

Having had kids of my own, I am totally aware of how busy families are. Therefore, we have done our best to make our volunteer needs specific, concrete, and short. We will remember this throughout the year and only ask of your time when absolutely necessary. Then return the form to school.

- Speak at career day.
- Organize a college fair.
- Share curriculum related pictures and souvenirs from a personal or family trip.
- Direct a play.
- Teach students to play chess.
- Arrange for curriculum related speakers, exhibits, demonstrations.
- Share a talent, interest, or hobby.
- Tutor individuals or small groups of students.
- Mentor a student interested in your profession.
- Coach a sport.
- Publish a school or classroom newsletter.
- Set up and help maintain a school or classroom Web site.
- Manage a classroom project.
- Chaperone a field trip.
- Organize or participate in a special event.
- Lead a scout troop.
- Translate notices, letters, and forms into another language.
- Provide another parent with transportation to a conference or school event.
- Baby-sit for other parents on conference days.
- Organize a school fundraiser.
- Offer to donate books, art materials, musical instruments, games.... the list is endless.
- Bring in refreshments.
- Correct papers.
- Join a school committee.
- Other \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ When can you be reached at this number? \_\_\_\_\_

## Guidelines for Volunteers

Your interest and concern for students have motivated you to be a part of our school and to volunteer. Thank you! This is a challenging and rewarding role.

To make your experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you assist in our school.

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. Volunteers may not give students medication.
3. Individual students' grades, records and abilities are personal and confidential information. Students have a right to confidentiality under the Family Educational Rights and Privacy Act (FERPA):
  - Academic work completed
  - Standardized test scores
  - Health Data
  - Interest inventory reports
4. Reports of serious recurrent behavior patterns
5. Classroom supervision and student discipline are the responsibilities of the teacher and school.
6. Volunteers will be assigned only to staff members requesting assistance.
7. Volunteers should set a good example for students by their manner, appearance and behavior.
8. Volunteers are required to complete an application annually before helping in the school.
9. Volunteers are required to log in and out at the school and to record any off-campus service hours.
10. Volunteers may not bring siblings to the school while completing their volunteer responsibilities.

Thank you for all of your help and your continued support to our school.

The Administration & Staff at Capital City Public Charter School