

Title: Community Involvement & Volunteer Policy

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
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Revision History

Revision	Date	Revision Description	Originator
A	Oct 4, 2004	Initial release	K. Buchheit
B	June 1, 2009	Amend policy	K. Buchheit
C		Amend policy	K. Buchheit

1.1. Objective:

The objective of this policy is the following

1. Define why we need community involvement.
2. Define process for community members to start at BCS.
3. Provide overall summary with relevant strategies.

1.2. Rationale: Why we need community involvement

Our most compelling reasons for needing community involvement:

1. The number of caring adult relationships in a student's life increases the emotional well-being and the probability of success in school.

2. The nature of public school funding requires us to have a community labor force as an essential element in the school. Our size and budget do not allow for us to hire out every job at the school.

1.3. Process for signing up as a community member at school:

All community members must complete the following before starting work at the school:

1. Fill out Fair Share Commitment Packet.
2. Please be aware that there will be background checks and that all community members wishing to be involved will be asked to fill out the forms necessary to allow this.

1.4. Summary of Strategies:

1.4.1. Recruiting strategies:

1. Recruit from parents. Ensure each parent fills out Fair Share Commitment Packet along with other registration forms.
2. Recruit from community members. Use the lunchtime mentor position to bring in individuals to the school. Use the attraction of a free lunch and short time commitment to attract seniors and other people not already active in the school.
3. Use outside organizations to find people interested in becoming involved at our school. Service clubs and senior centers are areas to look.

1.4.2. Retaining strategies:

1. Provide training form with list of jobs to check off for each person. Some people will be motivated to learn more jobs.
2. Provide ways for everyone to feel like a team or group. Ensure jobs are completed in groups. Conduct regular meetings for everyone to work on improving things.

1.5. Characteristics of an Involved Community Member:

Honest in approach and attitude.

Patient when working with students.

Flexible in responding to the needs of students.

Prompt, dependable and regular in attendance.

Friendly to teachers and children.

Appreciative of the school's efforts to educate all children and to provide maximum learning opportunities.

Supportive of teaching staff.

Willing to discover interests and strengths of each child and able to generate enthusiasm about each child.

Able to recognize the child's need to improve self-image and independent learning habits.

Willing to communicate regularly with the staff, expressing concerns and questions with teacher.

1.6. General Community Involvement Guidelines:

1. Volunteers are expected to follow classroom and school rules, and must wear volunteer

tags while on campus.

2. Please be dependable and punctual. If you are unable to make your scheduled time, let the teacher know in advance. Arrange a substitute if at all possible.

3. Please remember that the teacher is in charge and will have the final word in any instance. Volunteers support the teachers -- the teachers are responsible for content and instruction in the classroom.

4. If you have questions or suggestions about lessons, please write them down or schedule a time to talk with the teacher, rather than interrupting a lesson. During the school day, the teacher's main concern is the students and their well-being. Concerns about a particular child should be addressed at a time scheduled with the teacher and not "on the spot".

5. Information about students is confidential and only shared with a student's parent or guardian. This includes student needs, family background information, discipline, and attendance status. It also includes a particular student's strengths, weaknesses, behavior, work habits, personality or any other issue.

6. Each child is entitled to a safe and private school environment. Any information that indicates a student may harm her/himself or another person must be reported to the teacher. If the student reports that he/she has been abused, that information must be reported to the teacher. This information should not be repeated to anyone else.

7. Everyone is expected to read and follow the "Positive Behavior Supports Program". This is a Bethany Charter School Board approved policy.

8. Of course, we must all be respectful and promote equality towards members of the same and opposite sex, and to all ethnic/racial and religious groups.

9. Please do not promote any commercial products, religious doctrines or beliefs or political candidates or parties. Please do not lend money to students, or indulge children with gifts, money, food or presents.

10. Please refer all potential disciplinary problems to the teacher.

11. Thank you for being a volunteer at Bethany Charter School! Volunteers are extremely important and appreciated.