

Bellevue-Santa Fe Charter School

“What we learn with pleasure, we never forget.”

Parent/Guardian Involvement Policy

Philosophy/Mission Statement

The students, their families, educators, our administrator, and community at large have built our educational program around the simple yet compelling idea that education of a student is a shared responsibility and a cooperative endeavor. The importance of parent and community involvement at Bellevue-Santa Fe Charter School (BSFCS) is foundational. Many opportunities exist for parents/guardians to support students and staff at our school. By encouraging involvement, families have the opportunity to actively interact with both students and educators.

As a charter school, we enjoy the flexibility of site-based management, but remain within the domain of public school standards, safety and legal requirements. The educational process is at its best when everyone understands the expectations set forth by the school for each of its stakeholders' collaborative participation: 3 “R’s” (Rights, Roles, and Rules). Cooperation is essential in the continued improvement and innovation of our school.

Rights, Roles, Rules

Rights

- Parents and Legal Guardians have the right to be involved in their child’s education.
- In the event that the parent/guardian believes that BSFCS policies are contrary to their child’s best interests the parents/guardians have the right to pursue modifications through the Uniform Complaint Policy or choose a different school for their child.

Roles

- Parents/Guardians serve as a support for the professional educators and act as guides for BSFCS students through their participation during the school hours and in support of their own children, at home.
- Parents/Guardians are to encourage and model proper school protocol, decorum and behavior.

Rules

- Parents/Guardians will respect the professionalism of the educator by not disrupting the classroom.
- Parents/Guardians will help to maintain a positive learning environment for all students.
- Parents/Guardians will defer to the classroom teacher/BSFCS staff for all student management and behavioral interventions.
- Parents/Guardians are expected to act appropriately.
- Parents/Guardians shall abide by BSFCS policies and procedures.
- Parents/Guardians shall respect the integrity, dignity and privacy of the educators and the students.
- Parents/Guardians will maintain student confidentiality as described in the Student Privacy and Volunteer Confidentiality Statement.

Parent/Guardian Involvement Education

The school provides information each year, defining and promoting constructive parental involvement in school activities and the BSFCS community. In addition, each teacher provides individual expectations to optimize the parent/child experience in their respective classrooms.

Student Privacy and Volunteer Confidentiality Statement

The U.S. Congress specifically addresses the privacy related concerns of educators, parents, and students through the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, students at BSFCS have the right to expect that any and all information appertaining to them will be kept confidential by volunteers assisting at the school. Everything that is observed, heard, or made known to a volunteer about any child or family is privileged information and shall be only disseminated to BSFCS Administrator-authorized school department employees. As such, a volunteer may not share information about a student even with others who are genuinely interested in the student's welfare, including but not limited to: parents, friends, community members, social workers, social club directors, clergy or medical professionals (unless necessary in emergency situations).

- ❖ Confidential information includes, but is not limited to:
 - Any knowledge of scholastic performance (observations, grades, work samples, test scores, academic records, etc.)
 - Health records or observations
 - Disciplinary actions
 - Family dynamics
 - Classroom behavioral observations
 - Classroom performance and grades
 - Character traits of children
 - Classroom/Site accommodations
 - Modifications of work

Volunteer Opportunities

Programs have been established to promote interaction at BSFCS, working on school-related projects and in the creation of school protocols and governance. Volunteer opportunities for parents/guardians extend beyond the school day and the BSFCS classrooms. Broadly, they are classified as: community (school-wide) activities and classroom specific activities.

Example:

Community Activities

Governing Board Representative

SciTech Volunteer

School Committee (chairperson or member of any of the following teams):

- Visual and Performing Arts
- Electives
- Spring Auction
- Fundraising
- School garden
- Lunch Program
- Yearbook
- Social
- Facilities / Maintenance

Example:

Classroom Activities (under teacher direction)

- Support individual students
- Help with small groups of students
- Assist with prep work (copying, assembling, organization, etc.)
- Check in homework
- Assist with field trips
- Communication
- Classroom Coordinators

Parent/Guardian participation has traditionally been an important component of the BSFCS community. Our parents/guardians are essential to the successful education and development of our students. We appreciate our positive partnership with the BSFCS families in providing the most meaningful educative and developmental experience possible and are grateful for the contributions they have made to the success of the school.

Through a clear understanding of the Three “R’s” and our school’s notable family/administrator/teacher collaboration, we will continue to enrich the student experience, and help to stimulate new and imaginative approaches to their education. All concerns, questions and commentary are to be shared with the classroom teacher only.

No child will be excluded from enrollment due to the ability of the family to volunteer.

Violations of this policy may result in intervention by the administrator.

Request for Observation

Onsite and/or classroom observations during school hours should first be arranged with the teacher and Administrator or designee in writing at least twenty-four (24) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least twenty-four (24) hours in advance. Parents/guardians seeking to visit and/or observe a classroom during school hours must first obtain the approval of the classroom teacher and the Administrator or designee.

Upon arrival on campus, the visitor shall sign in to the Visitors Log Book in the main office.

Except for unusual circumstances, approved by the Administrator, BSFCS visits/observations should not exceed approximately sixty (60) minutes in length

and may not occur more than twice per semester or as otherwise approved by the Administrator.

The Administrator, or designee, may deny/revoke visitation and/or observation to a visitor or volunteer if it is believed that the presence of the visitor or volunteer would/is cause of threat of disruption, or physical/emotional injury to teachers, other employees, or students.

While on campus for visitation and/or observation, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted in advance by the Administrator via written arrangement, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Administrator's written permission.

Before leaving campus, the visitor shall sign out of the Visitors Log Book in the main office.

GB Approved 5/23/19