

The Villages® Charter School

Parent Involvement Handbook



The Villages Charter School
The Villages, FL
www.tvcs.org



Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

- Margaret Mead

**CELEBRATE THE SPIRIT OF
VOLUNTEERISM!**

2011-2012

The Villages Charter School

2011 - 2012 School Calendar



1st Qtr 8/15-10/17 (45 days)
 2nd Qtr 10/18-1/10 (45 days)
 3rd Qtr 1/11-3/22 (45 days)
 4th Qtr 3/23-5/25 (45 days)

JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28	29	30	31				
31														

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

JANUARY							FEBRUARY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
											1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	
22	23	24	25	26	27	28	26	27	28	29				
29	30	31												

MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

4 New Teachers Report
 8 Returning Teachers Report
 10 Non-Instruct. Staff Report
 11 Orientation
 15 1st Day for Students

17 1st 9 Weeks Ends
 21 No School*
 21 Teacher Professional Day
 25 Report Cards

2 Progress Reports
 20 Last Day before Break
 21 Winter Break Begins
 21-23 PreK-4th Camp

14 Progress Reports
 20 President's Day-No School*
 28-29 FCAT Writing

6 No School*
 16-27 FCATs
 27 Progress Reports

1 Last Day for Teachers

5 Labor Day - No School*
 16 Progress Reports
 21-25 Fall Break
 28 Students Return

1 FCAT Writing
 12-16 Spring Break(PK-4th Camp)
 19 Students Return
 22 3rd 9 Weeks Ends
 26-30 SAT 10
 29 Report Cards

25 Last Day for Students
 25 4th 9 Weeks Ends
 25 Report Cards
 26 VHS Graduation
 28 Memorial Day Holiday

Start and Dismissal Times

Early Childhood Center (Grades PK3 - PK4) Starts: 7:45 am Dismisses: 2:25 pm	Primary Center (Grades K - 1) Starts: 7:50 am Dismisses: 2:30 pm	Intermediate Center (Grades 2 - 4) Starts: 7:45 am Dismisses: 2:25 pm	Middle School (Grades 5 - 8) Starts: 7:55 am Dismisses: 2:55 pm	High School (Grades 9 - 12) Starts: 7:40 am Dismisses: 2:35 pm
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Supervision of students is offered between the hours of 7:00 a.m. and 6:00 p.m.

*Indicates a designated school make-up day, if necessary.

How PI Works

How Do I Earn My Time? The time frame for completing parental involvement hours begins the day after the closing of one school year until the last day of the next school year. Please plan your activities and meet your obligation in a timely manner each school year.

What Are the Different Type of Hours I Can Earn?

Parent Involvement opportunities are divided into one of three categories: Service Hours, Informational Hours/Meetings or Donations.

Service Hours - are accumulated by physically working or helping with projects, programs or events that you have been requested to help with by your child's teacher or by a staff member. Such events might include:

- Helping in a classroom
- Completing special projects at home
- Helping with special programs or athletic events
- Chaperoning field trips
- Volunteering in other areas in the schools

Informational Hours/Meetings* - are classified as meetings, events or seminars where information is being shared with you that pertains to or influences your child's education. Such meetings might include:

- Orientation/Open House
- Grade Level Meeting Nights
- BUFFALO P.R.I.D.E. Meetings
- Parent/Teacher Conferences
- Athletic Informational Meetings
- Field Trip Meetings
- Parent AR Reading
- Year End Surveys (School & Teacher)

*You are required to earn 10 hours in this area

How PI Works

Donations - You can also receive PI time for your family by making donations. Donations contribute to the success of our schools and are a great way to utilize PI time. In order to make a donation, the item(s) donated must be requested by a teacher or staff member. You may make donations to earn up to 50% of the required PI time per year. Donations can be made in a variety of ways:

- Monetary Donations
- Materials Donations (construction paper, craft supplies)
- Prize Donations (Buffalo Romp, treasure boxes)
- Athletic Donations (healthy snacks, sports drinks)
- Clinic Donations (water, sports drinks)
- Store purchased snacks, baked items or paper goods
- And so much more!

PI time for donations is calculated as: a \$50 Donation=1/2 hour of PI time. Time is accumulated and posted as donations are made.

Homemade Item Donations - Baking items for class parties, special events and functions is a huge help to our teachers and tons of fun for our students when their parents involve them in the process too! While spending quality time with your child, you will be reinforcing valuable skills that they have learned in school, such as: measurement, addition, subtraction and time calculations.

In an effort to provide consistency to the time given for the donation of homemade items, this chart will help provide a guideline for your donation.



Qty	Items	PI Time
1	Cake	1 hour
1	Main Dish	1 hour
1	Fruit/Vegetable Tray	1.5 hours
1	Sandwich Platter	2 hours
12	Brownies/Cookies	1 hour
24	Brownies/Cookies	1.5 hours
	Each additional dozen	.5 hour

PLEASE NOTE: To receive PI time for donations, a request for the donation must be made by a teacher or staff member.

How We Communicate

We consider communication the most valuable tool we use in The Villages Charter Schools. It is extremely important to us that we not only make ourselves available to you, but also make as much school related information available to you, at all times. With internet usage we are available to answer many of your questions 24 hours a day. Please take time to acquaint yourself with our web-site at www.tvcs.org. Our PI Calendar lists up-to-date parent involvement opportunities across campus.



Parent Involvement opportunities, upcoming programs and special event listing can also be found in...

- * Our campus-wide newsletter the **CAMPUS CHATTER**
- * Classroom Fliers and Letters Home
- * **BUFFALO P.R.I.D.E.** Meetings
- * Special Event Brochures
- * School Bulletin Boards, and
- * Via E-mail

If at any time you are unable to fulfill a volunteer obligation that you have committed to, please contact the school as soon as possible, to open that position to another parent and to ensure we have coverage for all needs.

Each of The Villages Charter School sites has a Parent Involvement Coordinator that will be happy to help you with any parent involvement questions. Please feel free to contact us at:

Early Childhood Development Center - 259-7161
 Primary Center - 259-7700
 Intermediate Center - 259-2300
 Middle School - 259-0044
 High School - 259-3777



BUFFALO P.R.I.D.E. - As the parent of a Villages Charter School student you are an honorary member of the parent/teacher organization at The Charter School known as the BUFFALO P.R.I.D.E. (Partners Responsible In Developing Education).



Meetings are hosted the first Tuesday of each month (excluding January).

At P.R.I.D.E meetings you will be updated on the events and progress taking place in your child's school. You will also learn about upcoming special events, meetings, and P.R.I.D.E. sponsored fundraisers. This is a great opportunity for you to ask questions and learn more about the whole charter school experience. Meetings usually last 1 hour. On special occasions, 2-hour seminar meetings will be hosted and offer an array of educational lectures for you to attend. Informational PI time is earned by attending these meetings.

P.R.I.D.E. SPONSORED EVENTS - Visit the P.R.I.D.E. link on the VCS website for information about these events. Special events in the past have included...FOUNDER'S DAY FESTIVAL, BUFFALO BASKET AUCTION, CHRISTMAS TREE RAFFLE, BBQ BASH, and the CHARTER SCHOOL BENEFIT GOLF TOURNAMENT.

Fundraising at The Villages Charter School has far exceeded the expectations of most nationally based organizations! Since the inception of The Villages Charter School our parents have helped raise funds to allow many of the special events and celebrations we have here at The Villages Charter School, and we are always looking for new ways to expand our horizons. We attribute this success to the dedicated group of parents within The Villages Charter School. We look forward to seeing you at a meeting soon!

Parent A.R. Reading - Our parent AR (Accelerated Reader) reading option has become a very exciting part of our Parent Involvement program! Each school's Media Center offers a great "school-age specific" selection of parenting books for you to check out. Upon completion of the book you will take an AR test. With a passing grade of 60% or better, 2 hours of informational PI time will be added to your account.



Athletic Special Needs - The athletic programs at the charter middle and high schools offer a great selection of events to become involved with. If your child participates in school athletics, we suggest that you earn at least 2 hours of service time within athletics by helping with the many needs in all of our sports programs.

Athletics utilizes the talents of our parents in many ways! If you aspire to be a commentator, please sign up to be an announcer at the next football game. If concessions is more your style we can put you to work! Ticket takers, gate keepers and scorekeepers are always needed too.



If helping athletics from your home fits into your schedule better, we like to have one parent wash team uniforms for the season. This task would need to be coordinated with the team coach and time is based on the number of loads washed, dried and folded. PI time for doing laundry is calculated as 1 hour per game and time is given at the end of the season.

Regardless if your child plays/participates in the sport or not, you are always welcome to help out.

How is P.I. Time Tracked & Reported? For every opportunity to earn PI time, we ask that each parent be responsible to either sign in/out or use their scan card (provided at the beginning of the school year and used mostly at our large events) separately for each activity. If signing in/out, please give your name, the qualifying parents name (if you are an associated parent), and the name of the student you are doing parent involvement time for. Please check your Parent Involvement Account online periodically to ensure that you are being credited for all of your work. You may obtain your web-user name and password from the Enrollment Office 352-259-6848. *Discrepancies should be reported immediately so that we may insure the accuracy of your account. It is your responsibility to contact the school if there are any concerns.*

Checking Your PI Time

Reading Your PI Report - After the beginning of school each year, a letter will be sent to the qualifying parent of each family. The letter will contain your family user name and password that will enable you to check your Parent Involvement account on-line, 24 hours a day, 7 days a week, on the VCS web-site: www.tvcs.org under the Family Information / Buffalo Adventures / Parental Involvement link.

Your account will look similar to this:

PARENT INFORMATION

Smith, John

Family Required Hours: 40 Hours Earned: 85 Required Hours Remaining: 0

Informational Meeting Hours: 10 Service Hours: 69

Donation Hours: 6 Dollars Donated: \$615.44

Date	Time	Hours	Donated Dollars	Allowed Hours	F A C	Code	Description
Informational Meetings - 10 Hours minimum							
8/16/2007	3:30 P	1		1	Elem	32	Orienta-tion Meet the teacher
8/16/2007	11:00 A	1		1	Middle School	32	Orienta-tion VCMS
8/30/2007	6:00 P	1		1	Middle School	28	Athletic Info Meeting
9/11/2007	5:30 P	1		1	Middle School	30	Informa-tional Meeting Keys Trip
9/11/2007	7:00 P	0.5		0.5	Elem	31	Open House Thanks for coming!

Chaperoning/ Finger Printing/Driving

Chaperoning - This is just one of the many fun ways to enjoy utilizing your Parent Involvement time. When the opportunity arises you will receive information from your child's teacher asking for volunteers to chaperone their field trip, special event or outing. You will be notified in advance of the number of hours to be awarded for each trip.

To insure the safety of our students it is school-wide policy that any parent/guardian accompanying a student group must have on file a completed Volunteer Application and copy of your driver's license. When the request is made for volunteers a form may be picked up from your child's school main office. You will only need to complete one Volunteer Application per school year, for the entire campus. Forms must be returned by the required deadline as a background check will be performed.

Fingerprinting & Background Checks - Some parent involvement requires fingerprinting/background checks. You will be notified if an opportunity has this requirement.



Fingerprinting takes place in The Villages Charter School Central Office, located in The Villages High School. An appointment for fingerprinting may be made by contacting your child's school secretary. The cost is \$57.25* and must be paid in advance of your appointment by going online to www.flprints.com. Your fingerprinting will remain on file with us for two years, at which time it must be renewed.

Drivers - If you volunteer to drive students on a school sponsored trip or event, you will be required to have a completed volunteer application, a copy of your driver's license, proof of current insurance, and completed and cleared fingerprinting background check on file with the school.



* Price is subject to change.