

Our Community Expectations

Philosophy

Sigsbee Charter School is a public school of choice founded on the hard-work and extraordinary commitment of the community. SCS established itself early on as a neighborhood school sustained by dedicated volunteers and a tenacious commitment to educational excellence. At the heart of this effort is the school family, consisting of parents, staff, children and community supporters. These stakeholders unite together to create a supportive, enriching and caring environment for children. As such, the SCS staff acknowledges that families are an integral part of their child's life education.

Terms: Parents/guardians of students at SCS, agree to the following terms:

- Attendance at all scheduled parent conference each year (2X/year)
- Attendance at academic events
- Acceptance and adherence to all rules and regulations set by the Board of Directors
- Involvement in children's school life, including monitoring of assignments and reading with their children
- Commitment of 15 hours of volunteer service, per school year, per family.

This service may include:

- Assisting in the classroom
- Supervising lunch/recess
- Helping administer the school lunch program
- Substitute teaching
- Chaperoning a field trip
- Serving on a school committee
- Assisting with facilities/ground maintenance
- Helping the teacher with clerical items
- Volunteering at school events
- Participating as a member of the Board of Directors
- Fundraising

Please be sure to give families multiple opportunities to fulfill their service requirements. It is helpful to spread these opportunities across the calendar year so that you are not bombarded with requests in the spring. It is important to recognize that many families may not be able to fulfill hours during the school day so please consider creating opportunities for them to assist you from home or on the weekends. The office staff will track volunteer hours. Please have everyone sign in before visiting your classroom or completing work on-site. If

parents complete a task or donate an item directly to you, please ask them to fill out a service hour form, found in the main office, and place it in the volunteer book by the end of the week.

Service hour forms are also located in the office for those who completed service hours from home. Please be sure to verify these hours based on what you requested.

Breach of Contract

Failure to fulfill one's responsibilities under said contract is sufficient grounds for denial of admission to the school the following year for the children of that family. Families that do not uphold their contract of commitment jeopardize the school's overall performance. These families will be notified in writing and the students who are a part of that family will be placed at the bottom of the waiting list for the upcoming school year. For this reason, it is imperative that all staff carefully record completion of volunteer hours.

Communication

The SCS culture is based on mutual respect and trust. As such, our policies for communication support positive action, collaboration and proactive problem solving. Positive communication between school and home is essential for the growth and development of each child. Please make yourself available by appointment to address parent/guardian needs and be sure to communicate with families frequently. In addition, positive, professional communication between staff members is a requirement in preserving our shared culture.

Please adhere to the following procedure when communicating with others:

- Be factual with praises and concerns. Be sure to have details and evidence when describing situations.
- Be proactive. Don't wait until a situation is extreme before contacting an individual.
- Be productive. Have a goal in mind. Make sure you are clear with your purpose.
- Be professional.
- Be positive and reinforce positive behaviors you appreciate.
- Be respectful. Discuss your concerns directly with the individual and with no one else.
- Avoid sarcasm.

The principal is available to help you navigate any difficult situations. Please do not wait until the situation is extreme before asking for help. Similarly, the principal will inform you whenever a parent or staff member expresses any specific concern. Our policy dictates that the first step is to try to work things out with the person(s) involved before approaching the administration.