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**Sample**

**Community Partner/Volunteer Handbook**

*\*\*Include School Name & Logo on this page*

*This page should provide the partner staff with all necessary contact information for relevant school staff.*

**Contact Information**

*\*Add asterisk to primary contact person for community partners*

|  |  |
| --- | --- |
| **School Name**  Address:  Main Office Phone:  Website: |  |
| ***Enrichment Program School Facilitator***  Office Phone:  Cell Phone:  Email:  ***Assistant Principal***  Office Phone:  Cell Phone:  Email:  ***School Office Manager***  Office Phone:  Email:  ***Principal***  Office Phone:  Cell Phone:  Email:  ***Campus Security Officer***  Email:  Phone: |  |

*Include a page that educates the partner staff on specific information about your school culture, classes and school-wide rules. Below is an example of what that content might look like:*

**Our School**

Welcome to our school! A place were students ***Dream*** bigger, ***Work*** harder and **Care** more. Our school is a K-12 grade public school. Our school offers a rigorous 21st Century focused curriculum that provides students with hands-on opportunities to build the skills they’ll need to be successful after graduation.

***Advisory Services***

All students are assigned an advisor that is their primary point of contact in the school. Each advisor meets with his/her advisory students in small groups for 45 minutes each day. This advisor is also responsible for building a strong relationship with the student’s family. Any successes or concerns related to students should be communicated to advisors.

***Enrichment Courses***

Enrichment courses combine rigorous school-based instruction with real world experiences. Our students have the opportunity to choose a variety of community partner programs in numerous arenas to develop an understanding of the pathways and educational requirements necessary to succeed outside the classroom. Students will have the opportunity to explore the practical application of their academic knowledge, so they can begin to see themselves pursuing post-secondary education.

**Blended Learning**

Blended learning couples teacher-led instruction with digital, online curricular resources to provide students with opportunities to personalize and control the pace of their learning. High quality blended learning materials provide both teachers and students with much more frequent data about students’ progress and learning needs, helping both teachers and students adapt to best meet student needs.

**School Culture**

We strive to create a positive, safe, and welcoming learning environment where our students can *dream bigger, work harder, care more*. One acronym we use to describe the school we want to build together is PLACE, which stands for:

**P**ersistence

**L**eadership

**A**cademic achievement

**C**onnectedness

**E**ngagement

We encourage you to emphasize these core values with students and weave them into lessons.

**School Agreements**

* No rough-housing, no hats, no red clothing, no public displays of affection, no profanity
* No bringing food, soda or sport drinks to class (water is fine)
* No students in the hallways for the first and last ten minutes of class
* All students in the hallways must have a pass on them, which includes date, time and teacher signature (usually put in the student planner)
* There should never be more than one student out of a classroom at a time
* No buying of food or drinks while on a bathroom break or any break from class
* **Never** release your students before the period is over

*Include up-to-date daily bell schedules and full academic/holiday calendar to allow partner staff to plan their schedules accordingly.*

**Calendars and Schedules**

Daily Schedule

**Bell Schedule**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **July '13** | | | | | | |  | **August ‘13** | | | | | | |  | **September ‘13** | | | | | | |
| Su | M | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa | |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 1 | 2 | 3 |  | 1 | 2 | V | 4 | 5 | 6 | 7 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 4 | PD | PD | PD | PD | PD | 10 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 11 | PD | PD | PD | PD | PD | 17 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 28 | 29 | 30 | 31 |  |  |  |  | 25 | 26 | 27 | 28 | V | V | 31 |  | 29 | 30 |  |  |  |  |  | |
|  | | | | | | |  |  | | | | | | |  |  | | | | | | |
| **October '13** | | | | | | |  | **November '13** | | | | | | |  | **December '13** | | | | | | |
| Su | M | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa | |
|  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  |  | 1 | 2 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 13 | PD | 15 | 16 | 17 | 18 | 19 |  | 10 | 11 | PD | 13 | 14 | 15\* | 16 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |  | 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 27 | 28 | 29 | 30 | 31 |  |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | 29 | 30 | 31 |  |  |  |  | |

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| **January '14** | | | | | | | |  | **February '14** | | | | | | |  | **March '14** | | | | | | |
| Su | M | | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa |
|  |  | |  | 1 | 2 | 3 | 4 |  |  |  |  |  |  |  | 1 |  | ½ | V | V | V | V | V\* | 8 |
| 5 | PD | | 7 | 8 | 9 | 10 | 11 |  | 2 | V | V | V | V | V | 8 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 12 | 13 | | 14 | 15 | 16 | 17 | 18 |  | 9 | V | V | V | V | V | 15 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 19 | 20 | | 21 | 22 | 23 | 24 | 25 |  | 16 | 17 | PD | V | V | V | 22 |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 26 | 27 | | 28 | 29 | 30 | 31 |  |  | 23 | V | V | V | V | V |  |  | 30 | 31 |  |  |  |  |  |
|  | | | | | | | |  |  | | | | | | |  |  | | | | | | |
| **April '14** | | | | | | | |  | **May '14** | | | | | | |  | **June '14** | | | | | | |
| Su | | M | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa |  | Su | M | Tu | W | Th | F | Sa |
|  | |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  | 1 | 2 | 3 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | | 7 | 8 | 9 | 10 | 11 | 12 |  | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | | 14 | 15 | 16 | 17 | 18 | 19 |  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | | 21 | 22 | 23 | 24 | 25 | 26 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | | 28 | 29 | 30 |  |  |  |  | 25 | 26 | 27 | 28 | 29 | 30\* | 31 |  | 29 | 30 |  |  |  |  | 29 |
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|  | Vacation |
|  | 10th grade enrichment classes |
|  | 7th-grade enrichment classes-Grades |
|  | 6th grade enrichment classes Grades |
|  | Holidays |
|  | Planning Day-No school |
|  | V-Vacation Days for Enrichment Teachers (26 days) |