



Policy Type: Required Policy

Policy Title: Parent Assisted Learning (PALS) Volunteers

Effective: April 13, 2017

Lakeview Academy regards parental involvement vital to the academic success of the students. Parents are the initial teachers of their children and serve as partners with the school in helping their children achieve academic success. We request parents to be involved and volunteer a minimum of 4 hours a month assisting their student's teachers and actively serve on one committee. Any additional service given to Lakeview Academy would be greatly appreciated. Volunteer hours can be logged in the office or on line.

Lakeview Academy will involve parents in the development of strategic plans. Lakeview Academy will invite parents to participate in the development of school plans. These planning sessions will occur as part of announced school board meetings. Information including academic data, State and federal allocations, personnel, and instruction strategies will be given to parent as part of board meetings. Parents will be allowed to review information, attend meetings, and give input into the development of school plans. The Board of Trustees will give final approval to all school plans.

Lakeview Academy will involve parents in the process of school review and improvement. We will share achievement data with parents on our website and in Board of Trustees meetings. Lakeview Academy invites input from parents regarding school academic goals. Parents are encouraged to join committees that give direction in securing research-based curriculum materials that align with state standards, the charter, and ends policies.

The purpose and vision of the PALS program at Lakeview Academy is to enable parents to take an active role in the education of their children. Lakeview Academy will schedule an annual parent involvement open house and support the efforts of the Site Advisory Council. As PALS volunteers are integrated into our learning community students will see that gaining education and learning is a life-long journey. As parents share in the learning experience, they will feel a greater investment in our school and their children's education.

We envision PALS volunteers will play a vital role in assisting students to become capable of tackling academic situations with confidence, while contributing to the communities in and outside of the classroom. By utilizing the strength of our parents we can provide smaller learning groups, more individualized attention, visiting experts and extra support for our students, teachers and administrators. As they interact with different individuals within their own community, the

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students will notice an increased feeling of community involvement and



investment in their future. This interaction between educators and parents will greatly enhance the educational experience at Lakeview Academy.

It is the policy of Lakeview Academy not to allow registered sex offenders to participate in volunteering on school grounds. They are welcome to volunteer in opportunities where children are not present. School administration will periodically check the Utah State Sex Offender Registry and comply with the laws of the Utah State Sex Offender Registry.

PALS volunteers will be divided into two groups: *Level One, and Level Two*

PALS, Level One Volunteers

will have a significant level of interaction with students, yet will still be supervised by the classroom teacher. Their main responsibilities are to assist with small group instruction in math, language arts or any of the additional core subjects as needed. Volunteers at this level would be asked to go through some basic training. This training could include, but is not limited to, basic classroom management, simple overview of approved school curriculum, and any particular needs for the teacher and students they will be assisting.

PALS, Level Two Volunteers

Level two volunteers will have the greatest interaction with students and could potentially be left unsupervised with students. However, they will not be permitted at any time to be alone with any one student. More than one student or another teacher must be in close proximity (for instance, the volunteer may work with a student in the hall -- a public thoroughfare -- with the classroom door remaining open). Level two volunteers may provide the same assistance as a level one volunteer; yet the main responsibilities of these volunteers include after-school tutoring, working with students in class who need individual assistance, substitute teaching, and chaperoning field trips. Training will be required for volunteers at this level. This training could include, but is not limited to, different teaching methods, different learning styles, appropriate adult-student interactions, and first aid.

Volunteers at this level will be required to be fingerprinted and have a background check, in accordance with Utah Law 53G--5-408. Volunteers whose background checks show convictions for any class A misdemeanor or felony, including pleas in abeyance and diversion agreements (or the equivalent from another state), will not be permitted to be PALS level two volunteers; however, they may be allowed to be PALS level one volunteers. Background checks must be done at time of PALS level two certification at the volunteer's expense. Complete detailed information regarding these procedures is available from the front office



upon request.



Volunteer Guidelines

All volunteers will be required to wear a school-designated name badge. Volunteers will check in at the front desk, prior to going to the classroom, to obtain their badges. This will ensure the office staff knows who is in the building, will help staff distinguish between volunteers and visitors, and help students easily recognize whom they can ask for help.

Parents interested in volunteering at either PALS' level should complete the Volunteer Form and indicate PALS one or PALS two. This form will be used by school administration to facilitate assignments and train volunteers as necessary.

Lakeview Academy will conduct a parental involvement evaluation and parental climate survey annually to evaluate effective involvement. Lakeview Academy will provide a summary of the parental involvement evaluation and climate survey, with its plans to address identified needs and recommendations, to the board of trustees annually.

Certification

The undersigned officers and/or directors of Lakeview Academy certify that this Parent Assisted Learning (PALS) Volunteers policy was duly adopted on March 14, 2019 and replaces all previous Parent Assisted Learning (PALS) Volunteers policies.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

The following is a breakdown of the specific volunteer levels as well as the activities and training required for each specific level:



Volunteer Levels	Activity Needed	Training Required	Training Provided By
<u>Volunteering</u> Moderate and supervised contact with students	<ul style="list-style-type: none">• Office help• Lunchroom help• Recess duty• Assist with additional core activities such as art projects and science experiments• Visiting expert• Classroom projects• At home projects• Attendance at Lakeview Academy Board of Trustees meetings	<ul style="list-style-type: none">• Operation of various tools, copiers, work room machinery	Individual teachers, office staff or Volunteer Coordinator as needed



<p>1. <u>PALS One</u> Significant interaction with students, yet supervised</p>	<ul style="list-style-type: none">• Reading in the classroom• Supervise centers• Oversee writer's workshop• Assist with small group instruction in Language Arts, Math, or any other additional core subject• Assist with testing	<ul style="list-style-type: none">• General overview of Balanced Literacy• General training in Saxon Math• Various teaching methods.• Classroom management techniques• Grouping techniques and policy	<p>Coordinated by Instructional Coach, Academic Committee and Volunteer Coordinator</p>
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<p>1. <u>PALS Two</u> Could be left unsupervised with students</p>	<ul style="list-style-type: none"> • After school tutoring • A substitute teacher • Work with students who need <u>individualized</u> help • Field trip chaperone 	<ul style="list-style-type: none"> • Different learning styles • Various teaching methods • Appropriate adult-student interaction • First Aid • Privacy procedures • Classroom management techniques • More in-depth knowledge of curriculum 	<p>Coordinated by Instructional Coach, Academic Group and Volunteer Coordinator</p>
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