



FAMILY VOLUNTEER HANDBOOK

GET INVOLVED AND STAY INFORMED

MOUNTAIN VILLAGE CHARTER SCHOOL

V.2.0, UPDATED JUNE 2023



MOUNTAIN
VILLAGE
CHARTER SCHOOL

Dear MVCS families,

Every day, our families come together from over 20 towns in New Hampshire to our woodland campus because we share a commitment to a unique nature-based, Montessori education. Part of this educational journey includes building a strong community among families at MVCS, an endeavor that needs to be focused and intentional when our families are so dispersed.

One of the ways that this happens at MVCS is that we emphasize “family” volunteering. We know and appreciate that not only do ‘many hands make light work,’ but a diverse group of volunteers creates a spirited, energized, and healthy school community. We welcome the participation of siblings, aunts, uncles, grandparents, friend, and other community members. We also create space for our students to lend a hand to develop their own sense of respect, responsibility, and stewardship for their school, inside and out.

We ask our families to donate 40 hours of their time per year to volunteer at MVCS. This is a big ask. But we do this for some equally big reasons. Family involvement in a child’s education is key to their academic success and social emotional development. It takes a village, and we try our best to create that village at MVCS. These volunteer opportunities are not only essential to the school, but can spark conversations or reveal common interests among fellow families, creating connections that will follow you and your family throughout your tenure at MVCS.

There are many many ways to contribute. We have larger long-term projects and smaller, more immediate jobs; some can be done in the home, while others are on campus. Family Committee has worked hard to compile this handbook as a source guide for volunteering opportunities to help you find your niche in our community. Please refer to this handbook when filling out your [Volunteer Interest Form](#).

Looking forward to a wonderful year of collaboration and friendship,

Merrill DeGraff
Head of School

Robin Goldstein
Family Committee Co-Chair

TABLE OF CONTENTS

FAMILY COMMITTEE	1
FC EVENTS AND FUNDRAISING	2
TEACHER AND CLASSROOM SUPPORT	3-4
CLASSROOM LEADERS	5-6
CAMPUS CLEAN UP COORDINATORS	6
WINTER PROGRAM	7
FAMILY VOLUNTEER OPPORTUNITIES	7-9
MVCS BOARD OF TRUSTEES	10-11
F.A.Q.	12-13
MVCS CONFIDENTIALITY POLICY FOR VOLUNTEERS	14



FAMILY COMMITTEE

Family Committee (FC) is the MVCS version of a PTO and is responsible for **building and fostering a sense of community and fellowship among MVCS families**. Any family members can join the committee or volunteer on its behalf. It has two primary roles:



1. Hosting and facilitating school activities, celebrations, fundraising and special events that bring families and faculty/staff together, both inside and outside of school
2. Acting as a liaison between parents and the administration, providing support to families that need to raise ideas or concerns with teachers, faculty, staff, or the Board of Trustees.

Family Committee Chairs are enthusiastic and dynamic family volunteers, who provide leadership for MVCS families in:

- Events and Fundraising
- Teacher and Classroom Support

FC has at least two Chairs who are responsible for heading up meetings and leading FC projects. While the chairs provide leadership, Classroom Leaders (two adult volunteers from each classroom, see below) provide much of the logistical support for Family Committee endeavors. Chairs and Classroom Leaders are asked to hold their positions for a 2-year term. Terms are set by May/June, with a new leader to begin by July, if summer work is necessary. Classroom Leader terms are staggered, so there is always one experienced and one new Classroom Leader.

The responsibilities may include organizing special events, providing a reliable communication network among families and teachers, coordinating family volunteers in classroom activities, coordinating family volunteering for service days, and conducting fundraising events and programs.

FC EVENTS AND FUNDRAISING

Family Committee hosts a series of MVCS community events throughout the year to bring families together to share special celebrations, community spirit, and other activities unique to MVCS. All FC Events are FC-funded through a series of fundraisers held throughout the school year. The families of each classroom are responsible for hosting at least two community events and / or FC fundraisers per year, led by their Classroom Leaders (see below).

Chair Position: The Events and Fundraising Chair is typically a volunteer who has been part of the MVCS community for at least a year. They provide logistical support to all of the Classroom Leaders in their planning and coordination of events and fundraisers. With the Teacher and Classroom Support Chairs, the E&F Chair is also responsible for organizing summer and back-to-school events.



FAMILY COMMITTEE EVENTS

Back-to-school Potluck
Plymouth Town Wide Yard Sale*
Family Friday / Bake Sale* / Gear Swap
Halloween Fest
Plymouth Hometown Parade Float
Bristol Festival of Trees
Winter Solstice Event
Weekend Group Hikes
Fun-draisers!
Winter Outdoor Party
Family Friday / Book Swap / Bake Sale*
Last day of school Ice Cream Social

EVENTS AND FUNDRAISING CHAIR

Chair Responsibilities:

- Attend monthly FC meetings
- **Oversee leadership of all events and fundraisers**
- Work with FC co-chairs and Head of School to coordinate calendar of events
- Develop promotional information to encourage family involvement
- **Provides support to Classroom Leaders in event / fundraiser design and volunteer recruitment**
- Promote growth and development of FC events and fundraising by hosting discussions of issues to propose new ideas to support community building at MVCS
- Coordinate bulk outdoor gear orders

Skills Utilized:

- Organizational skills for emailing, calendar management, FB posting, sign-up sheets
- Leadership and public speaking to conduct meetings
- Good people skills to encourage involvement in events and fundraisers
- Computer skills and familiarity with Google platform



TEACHER AND CLASSROOM SUPPORT

Family Committee is committed to fostering positive, steadfast relationships among teachers and classroom families. We do this through a series of programs, led by the T&C Chairs, and through our Classroom Leaders.

Chair Position: Teacher and Classroom Support Chairs are typically volunteers who have been part of MVCS for more than one year and feel comfortable connecting with other families and school staff. They provide support to new families (Building Bridges), connect family talents to our classrooms (Time and Talents), maintain the Family Support webpage, and run the monthly FC newsletter (Family Support). They also collaborate with Classroom Leaders on a variety of projects, acting as a resource for questions or concerns. With the E&F Chair, the T&C Chairs are also responsible for organizing summer and back-to-school events.



TEACHER AND CLASSROOM SUPPORT

Chair Responsibilities include:

- Attend monthly FC meetings
- Compile relevant information (past and future events; announcements; FC / staff / Board news, etc.) into the **monthly FC newsletter**
- **Support Classroom Leaders** in TLC (collecting staff like/dislike info; establishing a calendar of "appreciation" weeks throughout the year, etc.)
- Coordinate **Time and Talents** program
- Coordinate **Building Bridges** program
- With Classroom Leaders, coordinate family efforts throughout the school to put together a May luncheon and teacher gifts for Teacher Appreciation Week
- Coordinate volunteers for providing faculty meeting snacks
- Planning the Bridging Families event and Back-to-School Potluck



Chair, Skills Utilized:

- Ability to develop working relationships with Faculty and Staff of MVCS
- Good people skills to communicate with Classroom Leaders and coordinate all-school efforts in teacher appreciation
- Organizational and computer skills, familiarity with Google platform for sign-up sheets and Canva for newsletter creation



MVCS families get discounted gear at www.OAKI.com Use the code: MountainVillage at checkout on purchases of over \$30 for 25% off. Family Committee also has a limited selection of gear for purchase at 50% or for families who are unable to purchase their own.

TEACHER AND CLASSROOM SUPPORT

TIME AND TALENTS

The Time and Talents Committee, led by the Lower El and Upper El/MS T&C Chairs, is an opportunity for families to participate in the classroom. The T&C Chairs put out a survey at the beginning of the school year to all families to inquire about any special skills, talents, crafts, or hobbies that they would be interested in sharing with the MVCS community. The program chairs work with teachers to link up available talent to different classrooms, where possible; family talents can be integrated into the curriculum (where appropriate) or offered as a choice activity to students, depending on the classroom. In addition, the T&C chairs assist in finding volunteers to fulfill specific teacher or school requests (for example, someone with computer maintenance skills).



BUILDING BRIDGES

The Building Bridges program pairs incoming MVCS families with experienced families, ideally from the same classroom, to answer questions, provide introductions, and generally help the family get acquainted with the MVCS community. Bridge Families know the school well and feel comfortable sharing their thoughts and perspectives on MVCS with new MVCS families, and are expected to help their paired family to find their volunteer niche. T & C Chairs will provide a “how-to” guide for Bridge families.

FAMILY SUPPORT PROGRAM

As a school, MVCS is committed to educating children, regardless of financial resources. For this reason, the Family Committee, together with the MVCS administration, is currently developing a Family Support Program to help families connect with resources that they may need (food, clothing, transportation, etc).

The T&C Chairs help facilitate this by updating the MVCS “Family Support Program” web page with current local resources. In addition, FC hosts a Winter Gear Swap for families to ‘fill in the gaps’ in their students’ winter wardrobe, and has partnered with Oaki to provide MVCS families with affordable, durable rain gear.

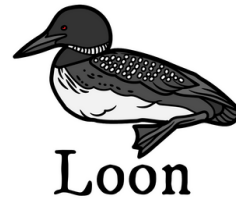


For more information: [Family Support Program](#)



CLASSROOM LEADERS

Classroom Leaders play an essential role in growing community at MVCS. Each classroom has two Leaders (parents, guardians, grandparents, etc.), who work with each other, other classroom families, and classroom teachers to organize two community events, provide “TLC,” and coordinate volunteer classroom tasks. Although Classroom Leaders may also participate in the classroom or volunteer at events, their primary responsibility is to coordinate volunteering among their fellow classroom families. Perhaps more importantly, Classroom Leaders serve as important resources to their fellow classroom families and are available to answer questions or problem solve.



Classroom tasks: Each classroom has a set of ongoing “jobs” that need to be completed throughout the school year. The Classroom Leaders connect fellow classroom families with these jobs (ex. Laundry maven, firewood stoker, gratitude crew, etc) in September, by providing opportunities for signing up.



TLC (Teachers Love Care) is MVCS families’ way to say “thank you” throughout the year to teachers and staff by making their lives a little more enjoyable. Classroom leaders coordinate with fellow classroom families to provide morning drinks or snacks during conference days, as well as during designated TLC weeks during the school year. A TLC budget will be allocated for each Classroom. The Teacher and Classroom Support Chair provides support for classroom task management, TLC, and manages the Time and Talents for classrooms.

Events: Classroom Leaders will be responsible for hosting two annual Family Committee community events such as Family Friday, Halloween Fest, or the Town wide Yard Sale. In August, all Classroom Leaders meet to come to a consensus on which classrooms will host which events. Frequently, two classrooms will work together for an event. The Events and Fundraising Chair (who is frequently also a Classroom Leader) provides planning and logistical support to Classroom Leaders in their event planning



CLASSROOM LEADERS

Classroom Leader Responsibilities

EVENTS AND FUNDRAISING

- Design and plan at least two FC MVCS community events (frequently in conjunction with other classrooms)
- Coordinate TLC days in concert with T&C Chairs
- Coordinate Testing Breakfasts
- Encourage families to attend and to get involved in the life of our school, including the back-to-school potluck, Family Fridays, FC weekend outdoor events, the Plymouth Hometown Holiday Parade, the Bristol Festival of Trees, the Solstice Celebration, fundraisers, and the Ice Cream Social
- Inform and remind families about classroom and school events.
- Invite and encourage all parents to participate in any way they can.

Skills Utilized:

- Good people skills to communicate with other families to coordinate volunteers
- Organizational and computer skills, familiarity with Google platform for sign-up sheets

TEACHER AND CLASSROOM SUPPORT

- Meet with Classroom Lead Teacher prior to the beginning of the school year to determine necessary volunteer tasks
- Periodically check-in with Classroom Lead Teacher during the school year
- Welcome new families by making a personal phone call prior to the start of the school year
- Coordinate classroom volunteers for in-class and at-home volunteer tasks
- Serve as a resource among the families in their classroom
- Coordinate with co-Leader, so at least one Leader is present at all public Family Committee meetings
- Relay all pertinent information to class families, including but not limited to disseminating the recorded minutes of the meeting in a timely manner.
- Bring requested agenda items to the attention of the FC Co-Chairs.

CAMPUS CLEAN UP COORDINATORS

Campus Clean Up Coordinators aim to build a shared responsibility among families in the MVCS community for the maintenance of a beautiful educational workspace- inside and out. The coordinators work with the MVCS administration throughout the year to identify groundskeeping and minor maintenance needs, such as clearing trails, building bridges, spreading mulch, replacing straw bales, etc. They are responsible for coordinating three Campus Clean Ups (August, November, and April).

Coordinator, Skills utilized

- Knowledge of landscaping and minor maintenance
- Organizational skills to coordinate volunteers for projects, working knowledge of Google platform
- Enthusiasm for outdoor projects!



WINTER PROGRAM

Coordinator: MVCS Administration

MVCS Winter Program is designed to get our students excited about winter in the outdoors, both on and off campus. Students have the opportunity to explore skiing, snowboarding, or ice skating at local venues (fee based), or remain on campus for afternoons of snowshoeing, sledding, winter campfires, and more (free!).

Winter Program typically occurs on Monday afternoons (11:30am - 4:45pm ski and snowboard; 11:30-2:45pm skate and on-campus) for four weeks during January and February. Parent volunteers are essential to its success.



FAMILY VOLUNTEER OPPORTUNITIES

Not ready for a leadership position, but want to know how you can lend a hand? This section is for you! Volunteers lighten the load and spread the love at MVCS! Sign up for a Classroom Task, lend a hand at an event, or help out in the classroom- there's something for everyone. Classroom Leaders will contact you in September and throughout the year with volunteer opportunities, such as:

EVENTS AND FUNDRAISING

- Decorating and set-up for events or clean-up crew
- Purchasing supplies (reimbursable)
- Hosting an activity at an event
- Hosting an event at your home / property
- Planning / building / decorating a parade float during set "construction days" in November and December
- Baking treats or snacks for events
- Working sales at fundraisers
- Writing thank you notes
- Community outreach to find local businesses to sponsor events
- Providing babysitting services during events or meetings for faculty, staff, or parents



FAMILY VOLUNTEER OPPORTUNITIES

CLASSROOM SUPPORT

Home Support Volunteer(s)

- laundry (washing MVCS borrowed items)
- Dishes (providing reusable dishes for class parties and taking them home to be washed)
- Laminating and / or other classroom assignments
- Repairing books, furniture
- Providing dry kindling and firewood
- Pick up and deliver “special drinks” to faculty and staff on conference days or other days during the school year (reimbursable)
- Organize Testing Week breakfasts
- Host a weekend hike

In-school volunteer(s)

- Independent project support: provide an extra set of hands and eyes in the classrooms while students complete the visual portions of independent projects
- One-on-one student support (people with teaching background or experience working with kids to provide reading, writing, or math support)
- In-service days to help with managerial tasks, cleaning, restocking
- Summer classroom preparation
- Chaperoning camping trips
- Volunteer for Testing Week breakfasts

BUILDING BRIDES

Responsibilities may involve:

- Answering questions via phone or email with prospective MVCS families during open enrollment
- Contacting an assigned family via phone / email over the summer and during the school year (at least monthly)
- Volunteering with your assigned family at a Campus Clean Up or other FC event
- Attending the pre-school potluck to welcome new families



TIME AND TALENTS

Do you have a skill/talent/interest/hobby that you think would be a good compliment to the nature-based Montessori curriculum? In the past, we have had foresters, basket-weavers, quilters, cooks, and more! Teachers often dedicate Friday afternoons for diverse learning opportunities and welcome families and community members to share their talents with students. The following are some examples of helpful talents:

- Outdoor skills (tracking, forest knowledge, medicinal plants, gardening, etc.)
- Hand skills (knitting, sewing, quilt making, wood working, weaving, bike maintenance, etc)
- Crafts (for fundraising or community outreach events)
- Sport / game / physical activity
- Share your career
- Share your culture/heritage

In addition to in-class activities, MVCS also loves people who love computers (and understands how they work). We also always need:

- Computer specialist (help troubleshooting classroom computers on an as-needed basis)
- Website maintenance

FAMILY VOLUNTEER OPPORTUNITIES

CAMPUS CLEAN UP

- Cutting down dead trees
- Splitting firewood
- Minor building repairs
- Participating in the three school-wide Campus Clean-ups
- Providing sand for the playgrounds and trails in the winter
- Distributing wood chips into the outdoor classrooms and trails

WINTER PROGRAM

- Host an outdoor winter activity on campus
- Assist coordinator
 - Organize chaperone availability and skill sets in Google Sheets
 - Create student/chaperone rosters for use with daily attendance / pickup
- Chaperone the ski or skate program
 - Ride the bus to the skate or ski venue
 - Deliver equipment to the ski venue
 - Lodge parent
 - Help students who rent ski equipment get booted up
 - Ski or skate with students in assigned group

Ready to join our MVCS community of volunteers?
Fill out your Volunteer Interest Form [HERE](#)
or use the QR Code.



MVCS BOARD OF TRUSTEES



The Board of Trustees is the governing body of Mountain Village Charter School. Volunteers who sit on the board are responsible for overseeing the school's mission, strategy, and goals. These volunteers have a strong commitment to the school's mission, its ongoing growth and development, and academic excellence in the classroom. MVCS board meetings are open to the public and MVCS families are encouraged to attend at least two per year (in person or via zoom) to get a better understanding of the role the Board plays in the operation of MVCS.

The MVCS Board is composed of three primary committees, Executive, Governance and Finance, and other ad hoc committees, such as Development and Fundraising, and Site and Facilities. Committees are composed of MVCS family volunteers and community members and host monthly meetings to make action plans for agenda items. At the monthly board meetings, each committee chair presents updates on committee happenings.

A board member may be an MVCS parent or community member and is expected to serve a 3-year term, with the possibility of renewal at the end of their term. The board meets on the second Tuesday of every month at 5:30pm; board members are expected to attend monthly board meetings and work on a committee. Prospective board members should email a statement of interest to the Board of Trustees. A list of current Board members and their offices can be found on the included insert.

BOARD COMMITTEES

Participating in a MVCS Board of Trustees (BoT) committee is a wonderful opportunity to be invested in your student's education and in the broader community as a whole. Providing insight and completing committee tasks is one of the most powerful ways for you to impact the quality of education at MVCS. Committees meet monthly (in person or via zoom).

Please see the descriptions of the BoT committees below to see how you could best contribute. If you would like to join a committee, see the current MVCS Board of Trustees contact list (insert) and email the committee chair.

FINANCE COMMITTEE

In short, the Finance Committee makes sure that MVCS keeps running within its budget. They set the procedures for how money is spent and report to the Board of Trustees and the community. This committee also works closely with the Head of School to determine the priorities for funding for each school year, to make sure that resources are appropriately apportioned, as well as to establish goals to better prepare the school for its future.

Specific responsibilities may include:

- Reviewing and reporting on accounting and purchasing procedures
- Reviewing and approving a budget for education in the school according to a process and timeline developed with the Head of School
- Working to ensure that necessary funds are appropriated for the school and that a balance is maintained between needs and resources in the distribution of available monies
- Overseeing the operation of the annual school budget
- Meeting monthly with the Head of School to determine funding priorities
- Meeting annually with the Head of School to determine staff salary and benefit needs

MVCS BOARD OF TRUSTEES

GOVERNANCE COMMITTEE

The Governance Committee is largely in charge of reviewing and assessing new or existing MVCS policies (for example, Animals on Campus Policy or Suspension Policy) and makes recommendations to the full BoT in regards to these school operating procedures. This committee frequently needs to research state and federal educational policies and regulations to ensure that MVCS policies are up-to-date and in accordance with current law. Governance is also in charge of recruiting and on-boarding new BoT members. A well-rounded BoT is essential to effective leadership, so the Governance Committee maintains an active chart of current Board member expertise and seeks to “fill in the gaps” by targeting new members with specific skill sets or life experience.

Specific responsibilities may include:

- Establishing criteria for Board membership (experience, competencies, community involvement, skills, expertise, etc.)
- Reviewing MVCS policies and making suggestions
- Developing a Board recruitment matrix to ensure appropriate skills and values are represented on the Board of Trustees.
- Nominate and present a slate Board candidates for election by the Board.
- Nominate and present a slate of officers for election by the Board.
- Develop and execute a process of orientation for new members of the Board.
- Periodically review the bylaws of the organization and recommended amendments to the Board.
- Periodically (minimally every 3 years) initiate a Board Assessment process

FACILITIES AND SITE COMMITTEE

Specific responsibilities may include:

- Developing and recommending a maintenance and replacement schedule for buildings and grounds
- Coordinating building and grounds maintenance
- Conducting periodic inspection of school facilities and reporting to the Board at least annually
- Planning for new construction, major renovations, or major improvements of school buildings and grounds
- Serving as the liaison to the Town building committee, as required
- Recommending additions, deletions or changes to facilities needed to support school programs
- Conducting studies and providing a Board liaison to the administration on matters pertaining to security, space and community use of facilities.

DEVELOPMENT COMMITTEE

Specific responsibilities may include:

- Involving and motivating board members in the cultivation, solicitation, and stewardship of gifts
- Working with the Head of School to make sure the board is aware of the school’s specific fundraising needs and to coordinate fundraising efforts
- Helping to develop policies for the board and staff regarding gift solicitation and recognition
- Ensuring the case for support is strong, compelling, and accurate
- Helping to develop strategies for major gift cultivation and solicitation
- Ensuring the board has a 100% board giving policy and fulfills it each year
- Holding the board accountable in reaching its giving and fundraising goals
- Ensuring the board receives fundraising training as needed
- Set annual committee goals and regularly monitor progress against those goals
- Leading in the community to locate mutually beneficial partnerships
- Working with Asquamchumaukee Regatta coordinator to solicit sponsorships

Q: WOW, FORTY HOURS OF VOLUNTEERING IS A LOT! HOW AM I SUPPOSED TO FIT IT ALL IN?

MVCS families are asked to contribute 40 hours of volunteer service per year, which we recognize is a hefty ask. However, family involvement is a foundational element of MVCS (it's even written into our charter!). We also count your attendance at any school or Family Committee sponsored event (Open house, Family Friday, weekend hikes) towards your family's volunteer hours. We ask that families balance try to balance their event participation with their volunteering: 20 hours attending events, 20 hours lending a hand. By attending events, MVCS families are building a strong community and a strong community lends itself to more effective family involvement and... volunteering! The stronger ties you build to other families, the more likely you and your family are to volunteer your time to make MVCS its best self.

Q: OUR FAMILY LIVES FAR AWAY FROM MVCS, SO IT'S HARD FOR US TO ATTEND ADDITIONAL ON-CAMPUS EVENTS. ARE WE STILL EXPECTED TO VOLUNTEER?

A: Yes. Family engagement in a child's school and education is one of the primary predictors of a child's educational success and is key to their social-emotional development. Raising children is hard and the MVCS community can help. Because our families matriculate from all over central NH, coming together as a group is key to forming the relationships that support our families and our school. There are so many opportunities to volunteer: during the school day, after school, and on weekends. MVCS volunteering events are family events and we do our best to make them fun for everyone. That said, there are also a number of volunteering activities that you can do from home (see pgs. 7-9). However you choose to participate, your dedication to MVCS is much appreciated.

Q: I'M NERVOUS ABOUT VOLUNTEERING AT MVCS- HOW WILL MY FAMILY FIT IN?

A: You would be surprised at how many of us have felt the same way! We have all been the "new family" at MVCS, so we know how it can be intimidating to join a new group. MVCS volunteers come together because we want to build community and we want you to be a part of that. Visitors to Family Committee meetings are always welcome and we are thrilled to guide new volunteers through the ropes of FC and Family volunteering.

Q: I HAVE A GREAT IDEA FOR A MVCS COMMUNITY EVENT IN MY TOWN. WHO SHOULD I TALK TO?

A: The Events and Fundraising committee is always looking for ways to engage MVCS families and their hometown communities. If you have an idea for an event, email the FC Events and Fundraising Chair or go to a committee meeting.

Q: DOES BAKING FOR AN EVENT COUNT AS VOLUNTEERING?

A: Yes! Anytime you donate your time to MVCS, you are volunteering. We encourage families to try to volunteer in more than one way, however, so that they can develop their own relationships with other families and find their niche in the MVCS community. Strong community creates confident, happy kids!

Q: DOES THE SCHOOL TRACK VOLUNTEER HOURS? HOW DO I KNOW IF I'M DOING "ENOUGH?"

A: No, the school does not track volunteer hours, but we ask that families do their best to monitor their own family participation. For reference, we have provided some general guidelines for time allotment for different tasks on the following page.

GUIDELINES FOR VOLUNTEER HOURS

TASK	VOLUNTEER HOURS (EST.)
Attending an event	Hours at event plus 1 hour travel
Baking for an event	2
Set up OR Clean up for event	1/event
Purchasing supplies	1/event
Hosting activity at event	Hours at event plus 1 hour prep, 1 hour travel
Classroom laundry	4/month
Parade construction	varies
In-school volunteer	Hours at school plus 1 hour travel time
Classroom Leader	4/month
Classroom dishwasher	2/event
Lost & Found photographer	1/month
Lost & Found detail	1/month
Firewood Stoker	1/month
On-site volunteering at event	Hours at event plus 1 hour travel time
Board Committee member	4/month
Board member	15-20/month
Gratitude Crew	3/10 thank you cards

STAY CONNECTED

Don't miss out on the latest Family Committee events, school announcements, classroom photos, lost and found updates and more- join the MVCS Families Facebook page. This is a private page, visible and available to current enrolled families and staff ONLY. While we understand that some people do not want to join Facebook for personal reasons, at this point in time it serves as a key means of communication, so we encourage you to request to join this page, so that your family will be able to access its contents. Don't miss out!

[MVCS FAMILIES
FACEBOOK PAGE](#)



Fill out your
Volunteer Interest
Form [HERE](#) or use
the QR Code.



CONFIDENTIALITY POLICY FOR MVCS IN-SCHOOL VOLUNTEERS

Faculty, staff, and school volunteers are not to disclose, without proper authorization, confidential matters that come to their attention as a result of their service with Mountain Village Charter School. Students in particular have privacy rights guaranteed by State and Federal law (see attached Guidelines). Disclosure to anyone of such information without proper authorization may be cause for dismissal from school. Confidential information includes but is not limited to: (1) Correspondence and other forms of communication regarding student and personnel matters, (2) personnel and salary matters, (3) relationships with businesses and benefactors and co-workers. When questions about confidentiality arise, please direct them to the Head of School or Board Chair.

I, _____ (printed name), have read the above confidentiality policy and agree to abide by its terms.

_____ Signature Date

GUIDELINES

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All social services, medical, and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
3. Parents and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
4. Confidentiality is a whole school issue. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
5. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information, but not on general view to other parents and children.
6. Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks, and progress grades at any time.
7. All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes/files and once read should be returned for secure filing.
8. Staff should exercise prudence and consider the dignity of individuals during conversations on the school site, for example in the staffroom, particularly if nonmembers of staff are present and in the presence of children.
9. Non-members of staff, for example, voluntary helpers, will be asked to follow the principles of the confidentiality policy and sign a confidentiality agreement.