



Joint Base Langley-Eustis (JBLE) & Hampton City Schools (HCS) Adopt-a-School (AAS) Program



A collaboration to ensure academic excellence and lifelong success for every student in Hampton.

HCS Mission

In collaboration with our community, Hampton City Schools ensures academic excellence for every child, every day, whatever it takes.

Adopt-a-School Vision

Each school in the city of Hampton will enjoy a partnership with at least one unit from Joint Base Langley-Eustis for the purpose of increasing academic achievement, enhancing the learning environment and increasing community engagement in and satisfaction with our schools.

Establishing your Adopt-a-School Partnership

HCS Building Leaders contact Director of Community Relations (727-2423) to express interest, identify building coordinator and establish volunteer needs for the initiation of a partnership.

Joint Base Langley-Eustis Unit Commanders contact school liaison officer (225-1885) to express interest and identify a partnership unit coordinator.

JBLE School Liaison Officer and HCS Director of Community Relations assign partner unit to school and advise leaders in each.

Steps for organizing your Adopt-a-School Partnership

- 1) JBLE Unit Coordinator, HCS building leader and program coordinator plan and conduct an introductory meeting and commit to partnership.
- 2) Building leader and partnership coordinators identify partnership focus.
- 3) Develop program and scheduling procedures.
- 4) Unit coordinator recruit volunteers, distribute child protective services (CPS) background check to all.
- 5) **Active Duty Volunteers** notarize CPS form at Base Legal Office.
Civilian Volunteers notarize CPS form at school or HCS Human Resources Office.
- 6) JBLE Unit Coordinator obtain completed child protective service background check applications from all active duty volunteers and submit to school liaison officer.
- 7) Plan and conduct volunteer orientation in school (upon implementation and each semester to follow).
- 8) Conduct planned activities.
- 9) Evaluate and improve.
- 10) JBLE coordinator submit partnership summary to school liaison officer at the end of each semester.
- 11) Building coordinator submit partnership summary annually (on or before June 1).
- 12) Re-visit and re-commit to partnership annually.

Guidelines

- Coordinate all approved activities with Adopt-a-School Partnership Coordinators.
- Ensure that all volunteers have CPS background clearance.
- Train volunteers and provide them with required materials.
- Ensure that volunteers are supervised by school personnel at all times.
- Maximize volunteer effectiveness and satisfaction by preparing for meaningful work.
- Align volunteer strengths and interests with individual tasks.
- Stress reliable participation and communication of required schedule changes.
- Document volunteer hours and tasks and reward volunteers.

AGREEMENT:

In recognition of the powerful potential of JBLE & HCS Adoption Program to impact the opportunity for academic and lifelong success for every single student in Hampton, I commit to and accept the vision, organization and guidelines of this program on behalf of my institution.

(name and title)

(JBLE Group)

(date)

(name and title)

(school)

(date)



In compliance with Federal and State Laws and Regulations, Hampton City Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of non-job related medical conditions or handicaps in the educational programs and activities it operates in its admission policies and its employment practices.