Parent Participation Agreement

You have chosen to become a member of a unique, high-quality educational program. In order to ensure that PACE students receive an enriched curriculum, each family involved in PACE commits to the following requirements:

**Section I**

1. **Time Commitment**

Each family commits to a minimum of 80 hours of participation in the Program, per year. This time commitment may be fulfilled by a combination of the following:

* 1. Scheduled participation in their individual child(ren)’s classroom.
	2. Scheduled participation in a PACE classroom that does not include their individual child(ren).
	3. Preparation and presentation of Mini-Units or outdoor education.
	4. Attendance and/or providing transportation on classroom field trips.
	5. Preparation of projects or curriculum materials at home for use in the classroom, etc.
	6. Participation in Lockwood PTA and school activities—can count up to 40 hours.
	7. While we wish to encourage contributing time by direct participation in the program, a family may make a donation to the program of $5 per hour for a maximum of twenty (20) hours to meet the total 80-hour requirement.
1. **Committees**

Each family participates in a committee if not holding a position on the PACE Board.

1. **Fundraisers**

Participation in PACE come with a required fundraising obligation for each child. The fundraising obligation balance is determined as of 12/31 and the deadline for payment is January 31. The fundraising obligation can be met by one or a combination of the following:

* 1. Selling the established products.
	2. Making a donation in the amount of the profit margin of the fundraising goal.
	3. Making an optional arrangement by speaking individually with the President, Principal, or the Parent Participation Coordinator. This arrangement can and will be considered confidential.
1. **Parent Meetings:** Attendance is expected at all bi-monthly PACE General Membership meetings. Members are expected to vote at the August, January, and May meetings. If a family is unable to attend one of the voting meetings, they will need to contact the Parent Participation Coordinator to obtain a proxy voting slip.

**Section II**

The Parent Participation Coordinator maintains parent participation information. The PACE community recognizes that each family is unique and valuable to our program. If a family is not fulfilling its commitments as listed in Section I of the Parent Participation Agreement, based on *any* trimester report, the following procedure is initiated:

1. The family receives written notification of their unmet requirement and is informed of options that they may choose to avoid being placed on probation.
2. The Parent Participation Coordinator, President, and Vice-President meet with the family to negotiate a written plan to fully address the problem of the unmet requirement(s).
3. Thereafter, the Parent Participation Coordinator closely monitors the family’s participation on a bi-weekly basis.
4. If the family fails to begin to actively follow through with the agreed upon plan within four weeks, the Parent Participation Coordinator, President, and Vice-President meet to discuss whether to place the family on probation.
5. If placed on probation, the family receives written notification by registered mail.
6. A family on probation again meets with the Parent Participation Coordinator, President, and Vice-President to renegotiate a written action plan.
7. If the family fails to actively work on fulfilling their agreement within four weeks, the Parent Participation Coordinator, President, Vice-President, and the family meet with the Principal to decide whether to ask the family to leave the program. The family receives written notification of this meeting before it occurs, and also receives the decision in writing, both by email and registered mail.

The Parent Participation Coordinator will do everything possible to work with a family to avoid probation and removal from the program. The above procedure has been implemented in all fairness to families who do fully participate to the children who benefit so much from our time and energy.

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| DATED THIS |  | day of |  | 20 |  |  |
|  |  |  |
| *Parent* |  | *Parent* |
| **FAMILY NAME:** |  |  |
|  |  | Bill Bagnall, PrincipalLockwood Elementary, Northshore School District |