

THIRD AMENDED BYLAWS

Approved March 16, 2009
Amended August 27, 2013
Amended January 16, 2018
Amended May 12, 2020
Amended August 29, 2023

PREAMBLE

It is the purpose of this Corporation to support the education of students in *PACE at Lockwood*, which is a community of students, their families and their teachers active in multi-age cooperative education that uses innovative and creative educational methods to enrich the students' learning, independence, and leadership skills.

ARTICLE I: NAME

This organization shall be known as *PACE at Lockwood* (Parents Active in Cooperative Education at Lockwood).

ARTICLE II: PURPOSE

The organization is a corporation organized and operated exclusively for educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law. Specifically, the organization's purpose is to support the education of students in *PACE at Lockwood* at Lockwood Elementary School. *PACE at Lockwood*, a school-based, parent choice program in the Northshore School District, is a community of students, their families and their teachers active in multi-age cooperative education using innovative and creative educational methods to enrich learning, independence, and leadership skills. In pursuit of this purpose, it shall have the power to carry on any business or other activity that may be lawfully conducted by a corporation organized under the laws of Washington State, whether or not related to the foregoing purposes, and to do all things necessary, proper, and consistent with maintaining tax exempt status under section 501(c)(3).

ARTICLE III: MEMBERSHIP

Section 1: General Membership

Membership of this organization shall consist of those parents and/or guardians whose child(ren) are enrolled in *PACE at Lockwood* in Northshore School District No. 417 as described in the Standing Rules beginning August 1 or the year of enrollment until they withdraw or graduate

from the program or until the end of a member's term in office.

Section 2: Voting

Each family holds only one member vote, irrespective of how many adults or children from that family are enrolled in *PACE at Lockwood*.

Section 3: Membership Power in the Absence of Members

In the event there are no students enrolled in *PACE at Lockwood*, the Executive Committee will remain in office and may take any action that could otherwise be taken by the Membership, and shall manage the organization in order that the purpose of the Corporation is best served.

ARTICLE IV: DIRECTORS AND ELECTIONS

Section 1: Structure of the Board of Directors.

The Board of Directors shall be a President, Vice-President, Membership Chair, Enrollment Coordinator, Secretary, Treasurer, Member-at-Large, Enrichments Committee Chair, Community Support Committee Chair, Fundraising Committee Chair, Communications Committee Chair, Field Trips and Incursions Committee Chair, and Class Coordinators.

Additionally, *PACE at Lockwood* teachers and the President Emeritus are Board of Directors members in an advisory, non-voting capacity.

- a. President. The President shall preside over the General Meetings and Board Meetings, serve as an ex officio member of all committees, and coordinate the work of the Board of Directors and all committees so that the purpose of the organization is served. The President shall serve as an official contact for Lockwood Elementary School Administration and Northshore School District Administration, and shall represent the organization at all meetings outside the organization. The President shall assist the Nominating Committee in nominating candidates for each Board of Director position and selecting candidates for each committee position.
- b. Vice-President. The Vice-President shall assist the President and carry out the President's duties in the event of the President's absence or inability to serve. The Vice-President may serve as an official contact for Lockwood Elementary School Administration and Northshore School District Administration, and may represent the organization at all meetings outside the organization. The Vice-President shall assist the Nominating Committee in nominating candidates for each Board of Director position and selecting candidates for each committee position.
- c. Membership Chair. The Membership Chair, and/or the Membership Committee, shall be an information source for families interested in enrolling, shall notify families of status changes, and shall ensure that current members are in good standing before re-enrollment. The Membership Chair may serve as an official contact for Lockwood Elementary School Administration and Northshore School

District Administration, and may represent the organization at all meetings outside the organization. The Membership Chair, or their committee, shall conduct tours of the *PACE at Lockwood* program for prospective families, process the paperwork associated with registering incoming and current students, maintain rosters and waitlists, and monitor the status of current members.

- d. Secretary. The Secretary shall keep the records of the organization, and shall keep and ensure that all licenses, insurance documents, and non-profit status documents are current. The Secretary shall take and record minutes at all organization meetings, record which members are present at all meetings, maintain the Board and Committee rosters, and ensure appropriate notice for all meetings and events.
- e. Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, pay out funds in accordance with Article IX. The Treasurer will make bank records accessible to the Bank Statement Reviewer, will present a financial statement at every meeting and at other times of the year when requested by the Executive Committee, and will make a full report for the Auditor at the end of the fiscal year.
- f. Other Directors. All other Directors, including the Member-at-Large, Enrichments Committee Chair, Community Support Committee Chair, Fundraising Committee Chair, Communications Committee Chair, Field Trips and Incursions Committee Chair, and Class Coordinators, shall have their job duties described in the Standing Rules.
- g. *PACE at Lockwood* Teachers. The *PACE at Lockwood* teachers act in an advisory capacity to the Board of Directors and attend the Board of Director Meetings on a rotating basis, representing all *PACE at Lockwood* teaching staff and reporting back to them.
- h. The President Emeritus. The outgoing President acts in an advisory capacity to the Board of Directors for one year following their term of office.
- i. Shared Director Positions: The Board of Directors may appoint more than one member to share the powers and responsibilities of any Director position--except the Executive Committee. If no member agrees to accept a nomination for an Executive Committee position, the Membership may appoint more than one member to share the powers and responsibilities of any Executive Committee position. However, any shared position carries only one vote in all matters before the Board.

Section 2: Nominations and Elections.

Section 2.1: The Nominating Committee

During the enrollment or re-enrollment process, all incoming and current members will be surveyed as to their committee or leadership interests for the following academic year. The Board of Directors shall empower a Nominating Committee chaired by the Member-at-Large and including the President, Vice-President and at least two other members to assemble a slate for a proposed incoming Board of Directors, and to the extent possible a proposed incoming Committee Roster.

Section 2.2: Approval of the Proposed Slates

At the last Board Meeting of an academic year, or as near to that date as is practical so long as it occurs before the last General Meeting, the Board of Directors must vote on the Nominating Committee's slate of proposed incoming Board of Directors members. If the Board cannot agree on the proposed nominations of specific candidates, the Board may revise the slate(s) to include one or more alternative candidates for a position; or may approve the remainder of the slate and leave that position without a Board-recommended nominee. The Membership shall receive notification no less than three days before the Membership vote on the proposed slate of any positions that do not have a nominee.

Section 2.3: Slate Revision Before the Membership Votes on Board of Directors

If a nominee withdraws or is unable to serve before the Membership votes on the proposed slate and there are no further Board Meetings to amend the proposed slate before the General Meeting where the proposal is to be put before the Membership, the withdrawing nominee's name is not presented as a part of the proposed slate.

Section 2.4: Membership Vote on Board of Directors

At the last General Meeting of an academic year, or as near to that date as is practical so long as it falls after the Board of Directors has voted on a slate for a proposed incoming Board of Directors, the Membership shall vote on the slate proposed by the Board of Directors and on any additional nominations from the floor for the Board of Directors. Floor nominations are allowed for any open Board of Directors position excepting for the role of President where the nominee is the then-current Vice-President and the Vice-President is willing and able to serve as President. Board of Director positions are not deemed to be open if the original term of office of the member in the position has not ended.

Section 2.5: Method of Voting

Voting may be conducted by voice for any position with a single candidate. If more than one person is running for an office, the vote for that position must be written.

Section 3: Eligibility.

Members are eligible for office if they are members in good standing as determined in the sole discretion of the Executive Committee. Any member may hold multiple Board of Directors positions so long as they do not hold multiple Executive Committee positions. However, no Director may hold more than one vote. Section 4: Terms of office. All Board of Directors members are elected for a one-year term except the following:

Section 4: Terms of Office

All Board of Directors members are elected for a one-year term except the following:

Section 4.1: The Vice-President & President

The Vice-President, President, and President Emeritus wherein a member holds a one-year term as Vice-President beginning at the close of the outgoing Vice-President's term; followed by a one-year term as President.

The President may not serve as the Vice-President or President in the term immediately following their Presidential term of office. In the event that a Vice-President is unwilling or unable to accept the office of President at the close of their Vice-Presidential term, a member may be elected to President without first serving as Vice-President.

Section 4.2: The Membership Chair and Enrollment Coordinator

The Membership Chair and Enrollment Coordinator, who each hold a staggered two-year term, beginning at the close of the outgoing Membership Chair's or Enrollment Coordinator's term.

In situations where the stagger is synchronized due to a Membership Chair or an Enrollment Coordinator serving only one year of their two-year term, the term of the incoming Membership Chair or Enrollment Coordinator is shortened to one-year or lengthened to three-years in order to re-start the stagger.

Section 4.3: The Treasurer

The Treasurer, who holds a two-year term, beginning at the close of the outgoing Treasurer's term and ending August 31. The Treasurer may not serve more than four years in a row. If needed, due to lack of qualified candidates, the Treasurer may be elected for a one-year term.

Section 4.4: The *PACE at Lockwood* Teachers

The *PACE at Lockwood* teachers hold non-voting, advisory positions on the Board of Directors so long as they are employed as teachers for *PACE at Lockwood*.

Section 5: Vacancies.

If a vacancy occurs in any Board of Directors position—except the office of President—the President may appoint another member to fill that position. However, that appointment must be ratified by a vote of the Membership pursuant to Article V at the next scheduled General Meeting.

If there is a vacancy in the office of President, the Vice-President will automatically become the President and may then appoint another member to fill the position of Vice-President. However, that appointment must be ratified by a vote of the Membership pursuant to Article V at the next scheduled General Meeting.

If there is a vacancy in both the President and Vice-President position, the Board of Directors may appoint a member to the position of President. However, that appointment must be ratified

by a vote of the Membership pursuant to Article V at the next scheduled General Membership meeting.

If there are no members of the Board of Directors, the Membership may elect a member to every Director position.

Section 6: Removal from office.

Members of the Board of Directors can be removed from office with or without cause by a two-thirds vote of the Board of Directors (subject to quorum requirements) at a Board Meeting where notice has been given to the Directors electronically via their designated email address or physically through Lockwood Elementary's regular communication platform at least ten days prior.

ARTICLE V: MEMBERSHIP MEETINGS

Section 1: General meetings.

There shall be one General Meeting held in late-summer and approximately four General Meetings held approximately every other month throughout the academic year. The General Meetings of the organization shall be public, at a time and place determined by the President and Vice-President, and notice of such meeting must be given to the Membership electronically via their designated email address or physically through Lockwood Elementary's regular communication platform at least ten days prior. It is preferred, but not required, that all General Meetings be held in person, on Tuesdays, and at Lockwood Elementary School.

Section 2: Special meetings.

Special Meetings of the Membership shall be called by the President, any two of the Executive Committee, or twenty percent of the Members submitting a written request to the Secretary. Notice of the Special Meeting, including its purpose, shall be sent to the Membership electronically via their designated email address or physically through Lockwood Elementary's regular communication platform at least ten days prior.

Section 3: Rescheduling Meetings; Alternate Meeting Venues

In the event that Lockwood Elementary is closed or unavailable to *PACE at Lockwood* at the time of a scheduled General Meeting or a Special Meeting, the party who called the meeting may reschedule the meeting, may hold the meeting at an alternative venue, or may hold the meeting via electronic means, so long as notice of such action is given to the Membership electronically via their designated email address or physically through Lockwood Elementary's regular communication platform at least ten days prior. Alternatively, the meeting may be canceled, so long as notice of the cancellation is given to the Membership electronically via their designated email address or physically through Lockwood Elementary's regular communication platform as far in advance of the scheduled meeting time as possible.

Section 4: Quorum.

The quorum shall be one half plus one of the total number of voting members.

Section 5: Voting.

All voting at General Meetings and Special Meetings shall be by each member in person; or, if an in-person meeting is impractical or impossible, via electronic means. If the meeting is held via electronic means, votes may be tallied vocally or electronically so long as procedures are in place to ensure that only authorized members cast a vote. All matters must be approved by a majority vote of those members present (subject to quorum requirements).

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1: Membership.

See Article IV, Section 1 through Section 3.

Section 2: Duties.

The duties of the Executive Committee shall be described in the *PACE at Lockwood* Standing Rules, which shall be made available to the Membership.

Section 3: Meetings.

Executive Committee Meetings shall be called by the President; or two of the members of the Executive Committee submitting a written request to the Secretary. Notice of the Executive Committee Meeting, including its purpose, shall be sent to the Executive Committee via their designated email address or physically through Lockwood Elementary's regular communication platform at least three days prior.

Section 4: Quorum.

Four members of the Executive Committee constitutes a quorum.

Section 5: Voting.

Each Executive Committee position shall possess one vote in matters coming before the Executive Committee. Executive Committee meetings may take place in-person, or via electronic means. If the meeting is held via electronic means, the face of each participating member must be visible to all other participating members; all votes at electronic meetings may be tallied vocally or electronically so long as procedures are in place to ensure that only authorized members cast a vote. All matters must be approved by a two-thirds vote of those Executive Committee members present (subject to quorum requirements). Unless otherwise specified in the by laws.

Section 6: Removal and vacancies.

See Article IV, Sections 5 and 6. If there is no membership of the organization, removal and vacancies will be voted on in accordance with Article VI, Section 5.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: Membership.

See Article IV, Section 1.

Section 2: Duties.

The duties of the Board of Directors shall be described in the *PACE at Lockwood* Standing Rules, which shall be made available to the Membership.

Section 3: Meetings.

There shall be one Board Meeting held in late-summer and approximately five Board Meetings held approximately every other month throughout the academic year. Board Meetings may take place in-person, or via electronic means. If the meeting is held via electronic means, the face of each participating member must be visible to all other participating members; all votes at electronic meetings may be tallied vocally or electronically so long as procedures are in place to ensure that only authorized members cast a vote. The Board Meetings of the organization shall be at a time and place determined by the President and Vice-President and notice of such meeting must be given to the Board and Membership via their designated email address or physically through Lockwood Elementary's regular communication platform at least ten days prior.

Section 4: Special Meetings.

Special Meetings of the Board shall be called by the President, a majority of the Executive Committee, twenty percent of the voting Directors, or fifteen percent of the Membership submitting a written request to the Secretary. Notice of the Special Board Meeting, including its purpose, shall be sent to the Board of Directors via their designated email address or physically through Lockwood Elementary's regular communication platform at least ten days prior.

Section 5: Quorum.

One-half plus one the number of voting members of the Board of Directors constitutes a quorum.

Section 6: Voting.

Each Director shall possess one vote in matters coming before the Board of Directors. If two or more members are sharing a Director position as authorized under Article IV, Section 1, those members only hold one vote in all matters coming before the Board of Directors. All matters

must be approved by a majority vote of those Directors members present (assuming a quorum).

Section 7: Removal and vacancies.

See Article IV, Sections 5 and 6. If there is no membership of the organization, removal and vacancies will be voted on in accordance with Article VI, Section 5.

ARTICLE VIII: COMMITTEES

Section 1: Membership.

Committees may consist of Voting or Non-Voting Members, with the President acting as an ex-officio member of all committees.

Section 2: Standing Committees.

The Standing Committees shall be described in the *PACE at Lockwood* Standing Rules.

Section 3: Additional committees.

The Board of Directors may appoint additional committees and disband existing committees as necessary, whether or not a committee or a standing committee is listed in the Standing Rules.

ARTICLE IX: FINANCES

Section 1: Annual Budget.

A proposed budget shall be drafted for each academic year by a Budget Committee comprised of the President, Vice-President, Treasurer and any additional members appointed by the President in advance of the first Board Meeting of the academic year.

The proposed budget shall be approved to submit to the Membership by a majority vote of those present (assuming a quorum) of the Board of Directors at the first Board Meeting of the academic year, or as near that date as is practical.

The Membership shall vote to approve the budget at the first General Meeting of the academic year, or as near that date as is practical.

Section 2: Budget Execution.

The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the budget approved by the Board of

Directors and the Membership.

Section 3: Budget Overages.

The Treasurer shall pay out funds up to the annual budgeted amount. Further, the Treasurer, in their sole discretion, may pay out funds up to \$100.00 above the annual budgeted amount with notification to the Executive Committee within five business days.

The Board of Directors, in their sole discretion, may authorize the Treasurer to pay out funds up to \$250.00 above the annual budgeted amount with notification to the Membership at the next General Meeting. The Board of Directors may authorize such an expenditure by unanimous written consent of all Board of Directors and without reservations.

Section 4: Special Fundraising Execution.

Should *PACE at Lockwood* operate a fundraiser requiring a separate treasurer or treasurers specific to that fundraiser, such a position may be authorized by the Board of Directors. That treasurer or treasurers, shall receive all payments for that special fundraiser, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the procedures outlined in the Standing Rules.

Section 5: Authorized Signature Requirement.

Two authorized signatures shall be required on each check or transfer of funds over the amount of \$500. Authorized signers shall be the President, Vice-President, and Treasurer. Any special treasurer authorized by the Board of Directors may be the sole authorized signer for checks or transfer of funds written from a special fundraiser bank account authorized by the Board of Directors.

Section 6: Audit Committee Report.

The Treasurer and any special treasurer shall make a full report to the Auditor at the end of the fiscal year.

Section 7: Assets Upon Dissolution.

Upon dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be used, with Membership approval, for the benefit of Lockwood Elementary or, if that entity no longer exists, for another local organization with similar purpose and philosophy and with one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 8: Fiscal Year.

The fiscal year shall be September 1 to August 31.

ARTICLE X: PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s bylaws.

ARTICLE XI: STANDING RULES

Standing Rules contained in the *PACE at Lockwood Handbook* shall be approved by the Board of Directors, and the Secretary shall keep a record of the Standing Rules for future reference.

Changes to the enrollment policies shall be communicated to Lockwood Elementary Administration.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any General or Special Meeting of the members, providing that previous notice is given in writing and then sent to all members of the organization by the President. Notice may be given physically or electronically through LW elementary's regular communication platform. Amendments will be approved by a two-thirds vote of the members present (subject to quorum requirements).

ARTICLE XIII: DISSOLUTION

The organization may be dissolved with previous notice of at least 14 calendar days and a two-thirds vote of the members present (subject to quorum requirements) at a General or Special Meeting of the members, see Article IX, Section 7.

Handbook

Standing Rules



Parents Active in Cooperative Education

www.PACEatLockwood.org

LOCKWOOD ELEMENTARY

24118 LOCKWOOD ROAD

BOTHELL, WA 98021

August 2023

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1. Mission Statement

We are a partnership of teachers, parents or guardians, and children committed to providing an excellent education while fostering a sense of belonging—a **community**.

Our community supports an enriched, creative curriculum that celebrates our similarities and differences with a balanced attention to the development of the intellect and character—a **nurturing learning environment**.

Our nurturing environment is founded on our shared commitment to teach through modeling: respect, compassion, responsibility, and resourcefulness—a **legacy of core values**.

Above all, our core values focus our combined strengths on developing in our children: self-confidence and a joy for living and learning—a **foundation for their future**.

2. Program Description

2.1. What is *PACE at Lockwood*?

PACE (Parents Active in Cooperative Education) *at Lockwood* is an organization dedicated to offering educational enrichment at Lockwood Elementary for grades 1–5 that emphasizes active parent or guardian involvement; enrichment activities; and innovative educational methods. We invite the entire family to be active in the cooperative education of *PACE at Lockwood* students. So, while we emphasized the term “*Parents*” upon our organization’s founding, we’ve evolved over the years to truly embrace the idea of *PACE at Lockwood* being about “*Families* Active in Cooperative Education.”

On a space-available basis, Northshore School District (NSD) allows all Lockwood Elementary students and all students from nearby “feeder” elementary schools (who would need to apply for a waiver to attend Lockwood Elementary) to apply to our program.

Families are admitted to *PACE at Lockwood* through internal *PACE at Lockwood* enrollment procedures (rather than through NSD or Lockwood Elementary procedures). Enrollment in the program includes an agreement by the enrolled student’s parents or guardians to provide a minimum of 80 hours a year of program assistance, to help fundraise to support the program, and to serve in a committee or leadership position to keep the program itself running.

While *PACE at Lockwood* students travel through their elementary experience in a self-contained cohort of *PACE at Lockwood* students, they are also students at Lockwood Elementary. As they would for any other students, NSD provides the facilities, supplies, curriculum, and teachers—as well as music classes, computer instruction, library instruction, and physical education. *PACE at Lockwood* families are encouraged to support the PTA and *PACE at Lockwood* students can participate in all after-school activities.

2.2. A Brief History of *PACE at Lockwood*

Nearly 50 years ago, fifteen Northshore families, in conjunction with NSD, created an alternative option to the district’s established elementary educational system.

- 1973 *NAP* (Northshore Alternative Program) *at Lockwood* started with one Kindergarten classroom.
- 1974 *NAP at Lockwood* gained a 1st Grade classroom.
- 1975 *NAP at Lockwood* gained a 2nd Grade classroom.
- 1976 *NAP at Lockwood* gained a 3rd Grade classroom and operated as a K–4 program until 1993.
- 1980 *NAP Eastside* started with 2 ½ classrooms at Woodin Elementary.
- 1985 *NAP Eastside* moved to the Woodinville Annex where it grew to 5 ½ classroom and became a K–6 program.
- 1990 *NAP Eastside* rebranded as *REACH* (Recognizing Educational Alternatives for Children).
- 1992 *REACH* moved to Woodmoor Elementary with its 5 ½ classrooms.
- 1993 *PACE at Kokanee* started with 4 ½ classrooms as a K–6 program.
- 1994 *REACH* and *NAP at Lockwood* were renamed to Parents Active in Cooperative Education (*PACE*) matching the Kokanee name.
- 1994 *PACE at Woodmoor’s* site was reduced from 5 ½ classrooms to 4 ½.
- 1995 *PACE at Kokanee* was reduced from 4 ½ classrooms to 3 ½ classrooms.
- 1996 *PACE at Wellington* started with two classrooms as a 1–6 grade program.
- 1997 *PACE at Wellington* gained a third classroom.
- 1999 *PACE at Woodmoor* was again reduced, becoming a 3 ½ classroom site.
- 2001 All *PACE* programs eliminated Kindergarten beginning with school year 2001–2002.
- 2008 *PACE at Lockwood* celebrated 35 years. NSD cut bus service to all *PACE* programs.
- 2009 All *PACE* programs restructured to be cost neutral to the district. The Kokanee site merged with Woodmoor. Class sizes in the program were allowed to increase. Blended classes migrated to straight grades. The *PACE at Lockwood* logo was updated from the tree with adults, students, and teachers, to a simple leaf design—which the other *PACE* sites also adopted.
- 2017 NSD realigned school boundaries and reconfigured grade levels to a K–5 elementary, 6–8 middle school and 9–12 high school. All *PACE* programs became 1-5 grade programs.
- 2020 NSD limited *PACE at Lockwood* to accepting only students from Lockwood Elementary due to space limitations at the school.

The *PACE* logo was updated from the historic tree ...



to this new leaf logo in 2009



2.3. A Community

Teachers, parents or guardians, and children commit to working with each other as an **educational community**. This means that teachers commit to involving parents or guardians and children in providing innovative educational opportunities; that parents or guardians commit to supporting the teachers and children by giving of their time, energy, and expertise; and that children work to gain skills in collaboration, peer mentorship, and leadership.

Teachers build community by:

- Strategic Planning: Working with each other in planning enrichment activities, curriculum, and classroom organization; and to meet individual and classroom educational needs.
- Meeting Attendance: Participating in the *PACE at Lockwood* Board Meetings and *PACE at Lockwood* General Membership meetings.
- Regular Collaboration: Meeting regularly with each other and with other same grade level teachers at Lockwood in order to support each other, share information, and plan curriculum.
- Open Communication: Working closely with parents as assistants in their classroom and fostering open communication.
- Focus on the Whole Child: Developing in children an understanding of their roles in the classroom, their school, and the greater community—with an emphasis on teaching tolerance and advancing the social growth and development of each child.
- Creating a Positive Learning Environment: Creating a warm, accepting, and supportive learning environment in their classrooms.

Parents or Guardians build community through:

- Classroom Support: Clerical tasks, teaching assistance, curriculum support, field trips, and classroom activities. Working to directly support teachers and children is at the heart of our program.
- Organizational Support: Membership in *PACE at Lockwood* means that families are involved in running the organization as either a committee member or as a leader. Committee members are tasked with supporting fundraising events, social events, mini-units lessons, outdoor education programs, and more. Further, *PACE at Lockwood* leaders have duties including fiscal management; goal setting; committee coordination; and communication with teachers, NSD, and other PACE organizations. It is suggested that after 2 years in the program, families will take on a leadership or solo role for committee work.
- Meetings: Committees will hold occasional planning and implementation meetings. All

members are expected to attend all *PACE at Lockwood* General Meetings. *PACE at Lockwood* leadership is expected to additionally attend all *PACE at Lockwood* Board Meetings.

Students build community through:

- Working Collaboratively: Students move through grades together and participate in multi-aged enrichment activities while working closely with each other, teachers, and parents or guardians in the classroom and in the community.
- Participating in Small Group Experiences: Students learn to work cooperatively both in learning and in problem solving.
- Having Class Meetings: Many *PACE at Lockwood* teachers use class meetings to involve students in problem solving and planning.
- Participating in Learning Plans and Evaluations: Teachers involve students in the planning and evaluation of their own learning.
- Participating in School-wide Programs: Like students in the neighborhood classes, *PACE at Lockwood* students often take leadership roles such as safety patrol or recess helpers and participate in after-school activities such as sports, clubs, and music performances.

2.4. A Nurturing Learning Environment

All NSD teachers—including those working in a *PACE at Lockwood* classroom—create a curriculum that focuses on meeting the educational standards defined by the State of Washington. Within *PACE at Lockwood*, we work together as a close-knit community in order to create a nurturing learning environment for students. Our objective is to integrate warmth, support, and belonging with challenge, enrichment, and creativity.

Learning opportunities in *PACE at Lockwood* are:

- Hands-on and Didactic: *PACE at Lockwood* learning is both experiential and through traditional reading, listening, and writing.
- Creative and Dynamic: Teachers create curriculum that meets NSD standards, but is enriched by parent or guardian presence and support.
- Community-focused and Wonder-oriented: *PACE at Lockwood* emphasizes bringing outside educational resources into the classroom, as well as taking students into the community for learning. We strive to provide opportunities for discovery that will spark passion and curiosity in our students.
- Developmentally Appropriate: Attention is given to the learning needs of the whole child.

PACE at Lockwood also:

- Provides Education Support: Through one-to-one interactions and small group instruction, *PACE at Lockwood* provides strong educational support.
- Honors a multiplicity of learning styles: Our classrooms are supported by the efforts, experiences and lives of every family in the program which affords students with a wide variety of learning experiences.
- Supports cooperative learning: Students work with each other, with parent teaching-assistants, and with students from other grade levels.
- Values Enrichment: Current enrichment includes foreign language instruction; field trips and on-site curriculum events; visual art, dance, music, and theater experiences; in-depth instruction made possible due to the support of parents or guardians.

2.5. A Legacy of Core Values

Many years of effort and dedication have built the legacy of *PACE at Lockwood's* core values. At the time *PACE at Lockwood* was initiated, schools across the nation were working to create alternatives to traditional educational systems within their school districts. In 1973, a group of 15 families proposed the Northshore Alternative Program (*NAP*), and, with NSD approval, the first teacher was hired to begin teaching in *NAP* during 1973–1974 school year.

Since then, *NAP* evolved into *PACE at Lockwood* and has grown in size and structure and has inspired sister *PACE* organizations to serve hundreds of students throughout the district. An excerpt from the original *NAP* philosophy statement reads as follows:

“Believing that learning can and should be a joyful experience, we want to help our children develop their excellence as human beings. Having seen that direct interaction nurtures awareness of other[s] and oneself, we seek a school where children of all ages learn freely from each other. An atmosphere of warm human relations is necessary, we feel, for social and intellectual growth and the development of a person capable of independent and creative thought.”

Despite many changes, and dynamic growth in the program, this original philosophy statement still describes the core values of *PACE at Lockwood*.

2.6. A Foundation for Their Future

In preparing our students for their future we strive toward fostering a strong foundation of character and capabilities, which we hope will prepare them for a lifetime of learning and growing as citizens.

PACE at Lockwood provides students:

- Diverse and Enjoyable Learning Experiences: The program works to spark interest, feed curiosity, and develop a love for learning.
- Skills to Solve Problems: The program teaches students to work independently as well as together; building capabilities, responsibility, and respect.
- Citizenship skills: The program develops cooperation, caring, and awareness beyond the self.
- Encouragement: The program encourages students to discover and advance their unique strengths.
- Connections with Others: The program offers opportunities to establish close relationships with each other and adults—breaking down gender and age barriers.
- Accountability in the Community: The program builds integrity, character, and respect for self and others.
- Leadership experiences: The program offers cooperative learning projects and student community council participation.
- Hope: The program fosters an awareness of the power students have to create positive change in their environment and their world.

However, *PACE at Lockwood* is NOT a hand-picked, remedial, gifted, or accelerated placement program; a clique; a replacement for the NSD and WA State mandated curriculum; a guarantee of a specific teacher; a means to micromanage what students learn; or intended *only* for families with a stay-at-home parent or guardian.

With its deep roots, *PACE at Lockwood* continues to grow and change in dynamic ways. We are proud of what we have been, and the current strength of the program. We look forward to meeting and working with the educational challenges, and opportunities, the future presents. We are and will continue to grow as a community, a nurturing learning environment, a legacy of core values, and a foundation for our students' future.

3. Summary of Enrollment Procedures

3.1. Enrollment Timeline

1. New members will follow the Annual Lottery Enrollment Procedure (*see 3.3 Annual Lottery Enrollment Procedure.*)
 - a. Mid-year entry into the program is discouraged, but may be allowed on a case-by-case basis after consultation with the Lockwood Elementary principal and teacher.

2. Completed re-Enrollment forms and payment from current members are due by January 31 of the current academic year in order to secure a spot in the classroom for the following academic year.
 - a. Re-enrollment forms cannot be submitted earlier than the first day of school after Winter Break in the academic year that is prior to the academic year a student is applying (for example, no earlier than Jan. 4, 2021 to apply for the 2021-2022 academic year).
 - b. Late submission of re-enrollment forms are accepted at any time, but there is significant risk that the spot typically reserved for a returning student will have already been offered to another student. Spots for the upcoming academic year are only held for returning students until January 31 of the current academic year.

3.2. Enrollment Priority

NSD and Lockwood Elementary have the final say on all student placement at Lockwood Elementary and may, for example, deny waivers to attend Lockwood Elementary due to space constraints—despite *PACE at Lockwood's* internal enrollment priority rules.

If a student's enrollment priority status changes after they are put on a wait list, but before they are offered and accept a spot in *PACE at Lockwood*, then their position on the wait list will change according to their new status. If they accept a spot and *then* their priority status changes, they can keep their spot.

PACE at Lockwood's **Enrollment Priority** is as follows:

1. **Current Student Status:** Currently enrolled *PACE at Lockwood* students have the highest priority for re-enrollment in the upcoming year—subject to their being in “Good Standing” (see 3.4.1.1 *Good Standing for Re-Enrollment*).
2. **Sibling Status:** Siblings of currently enrolled *PACE at Lockwood* students have the next highest priority for enrollment in the upcoming year—subject to the currently enrolled student being in “Good Standing” (see 3.4.1.1 *Good Standing for Re-Enrollment*).
 - a. For a sibling to gain “Sibling Status” the currently enrolled student must be enrolled in *PACE at Lockwood* for the academic year prior to the academic year the sibling is applying to enroll in.
 - b. Priority amongst students with “Sibling Status” is based on the academic year that the currently enrolled sibling began at *PACE at Lockwood* (*earlier dates have higher priority*).
3. **Lockwood Teacher Status:** Children of certificated teachers at Lockwood Elementary have third priority for enrollment in the upcoming year.

- a. Within the “Teacher Status,” there are two brackets in that children of *PACE at Lockwood* teachers have priority over children other Lockwood Elementary teachers.
 - b. Within each of those two groups, priority amongst students with “Teacher Status” is based on the date registration forms are submitted to the Membership Chair (*earlier dates have a higher priority*).
4. **Transfer Status:** Students currently enrolled in other PACE programs within NSD have fourth priority for enrollment in the upcoming year—subject to their being in “Good Standing” at their former PACE program (*see 3.3.1 Good Standing for Re-Enrollment*).
 - a. Priority amongst students with “Transfer Status” is based on the date registration forms are submitted to the Membership Chair (*earlier dates have a higher priority*).
5. **Alumni Status:** Siblings of former *PACE at Lockwood* students have fifth priority for enrollment in the upcoming year.
 - a. For a sibling to gain “Alumni Status” the formerly enrolled *PACE at Lockwood* student must have finished at least one year in *PACE at Lockwood*.
 - b. Priority amongst students with “Alumni Status” is based on the date registration forms are submitted to the Membership Chair (*earlier dates have a higher priority*).
6. **Wait List Status:** Students who entered the annual lottery, but were not offered a spot in *PACE at Lockwood*, may retain their position on that cohort’s wait list for subsequent years.
 - a. If a student is offered a spot in *PACE at Lockwood*, but declines to accept it or revokes their acceptance, that student may stay on the wait list by request. However, they are dropped to the bottom of the wait list.
7. **Lottery Status:** All other students fall into the seventh priority status and must enter the annual lottery to determine their place on the wait list for any remaining opening in the program. These students are added to the bottom of the existing wait lists for their cohort.
 - a. Within the “Lottery Status,” there are three brackets:
 - i. **Lockwood & Feeder Schools:** NSD students whom NSD has assigned to attend Lockwood Elementary or has assigned to attend one of the nearby “feeder schools” that NSD has designated to “feed” into Lockwood Elementary’s *PACE at Lockwood* program are in the highest priority bracket within the lottery.
 - ii. **Other NSD Schools:** NSD students whom NSD has assigned to attend a

school that is not Lockwood Elementary or is not a “feeder school” to Lockwood Elementary’s *PACE at Lockwood* program are in the second priority bracket within the lottery.

- iii. **Non-NSD Schools:** Out-of-district students are in the lowest priority bracket within the lottery.

3.3. Annual Lottery Enrollment Procedure

For applicants needing to enter the annual lottery to secure a position on the wait list for their cohort (those who have “Lottery Status”), *PACE at Lockwood’s Annual Lottery Procedure* is as follows:

1. Attend an *optional PACE at Lockwood Information Night*—typically, scheduled on the third Tuesday in October.
2. Attend a mandatory **Tour of *PACE at Lockwood***—typically, scheduled at various times between the Information Night until two Wednesdays prior to the start of Mid-Winter Break.
 - a. *PACE at Lockwood* will make every reasonable effort to schedule and carry out as many tours as possible within the touring period, but if a family does not attend a tour, they cannot be entered into the annual lottery.
 - b. Mandatory tours may occur virtually at the discretion of the Membership Chair and Tour Coordinator.
3. Complete and submit a ***PACE at Lockwood Registration Form***— typically, forms are due two Thursdays prior to Mid-Winter Break.
 - a. Access to this form will be given to parents or guardians only after they have completed a tour.
4. The **Annual Lottery** drawing will determine applicants place on the wait lists for their cohort—typically, the lottery occurs two Fridays before Mid-Winter Break.
 - a. The lottery drawing is conducted by the Lockwood Elementary principal in the presence of at least two members of the *PACE at Lockwood* Executive Committee.
 - b. The *PACE at Lockwood* Membership Chair will notify families of the results of the Lottery Drawing as soon as possible—typically, over the weekend, but in some case during the following week. Some applicants will be offered spots in *PACE at Lockwood* and some will be put on the wait list for their cohort.
 - i. Being placed on the wait list does not mean a student is not accepted into

PACE at Lockwood. Rather, it means there is not currently a spot to offer that student. For instance, sometimes spots awarded to a student with a Sibling Status are not able to be given to that sibling (due to NSD denying their waiver to attend Lockwood). Students are drawn from the wait list until the first day of school as spots open up. Further, once a student is on the wait list, they can stay on it indefinitely.

5. If notified by the Membership Chair that a student has a place in *PACE at Lockwood*, a family must **accept the spot** within 48 hours of the offer; and all paperwork and registration fees must be completed and paid within ten days.
6. A limited number of **post-lottery tours** will be available following the lottery through May 31.
 - a. Applicants will be added to the bottom of the wait list for their cohort in the order that their application forms are submitted to the Membership Chair (*earlier dates have a higher priority*).

3.4. Enrollment Provisions

3.4.1. Re-enrollment Provisions

3.4.1.1. Good Standing for Re-enrollment

To re-enroll in *PACE at Lockwood*, a family must be in “Good Standing” at the time of enrollment. For *PACE at Lockwood*, Good Standing means that members:

1. Must be on track to fulfill their annual hourly volunteer requirement, or have a plan in place to complete those hours.
2. Must be on track to fulfill their annual fundraising obligation, or have a plan in place to “buy out” their obligation.
3. Must have a record of active engagement with their committee or leadership position in PACE, as well as attendance at most General and classroom meetings; or have a plan in place with the President or Membership Chair to increase their engagement.

3.4.2. Supremacy of NSD & School Principal

1. The Lockwood Elementary principal and NSD have administrative authority over how openings are filled—regardless of *PACE at Lockwood* enrollment policies.

2. Enrollment requests that lie outside the normal procedures will be reviewed and decided by the *PACE at Lockwood* Executive Committee after consultation with the Lockwood Elementary principal.

3.4.3. Residence Change Rules

1. Any *PACE at Lockwood* family moving their residence from an area serviced by Lockwood Elementary and into an area serviced an NSD school designated by NSD to “feed” into *PACE at Lockwood*, may remain in the program subject to the grant of a waiver by NSD.
2. Any *PACE at Lockwood* family moving their residence from an area serviced by Lockwood Elementary and into an area serviced an NSD school that is **not** designated by NSD to “feed” into *PACE at Lockwood*, may also remain in the program (especially to finish the current year) subject to the grant of a waiver by NSD. However, such a waiver is much less likely to be granted (especially for future years) and the family should consider taking advantage of their “Transfer Priority” status by applying to the *PACE* program that services their new residence.

3.4.4. False or Incomplete Applications

1. Paperwork that is incomplete, incorrectly filled out or not accompanied by the required enrollment processing fee will not be “accepted” by the Membership Chair and will not be considered as being “turned in.”
2. Supplying false or misleading information can and will lead to disqualification or dismissal from the *PACE at Lockwood* program.

4. *PACE at Lockwood* Enrichments

4.1. Mini-Units

Mini-Units are short courses of study planned and taught by parents and guardians—typically the Mini-Units Committee organizes two or three sessions each year where each session takes place over two different days.

Recent Mini-Units sessions covered topics such as ancient Egypt, marine life, art, culture, geography, or drawing. Topics are chosen by the Mini-Unit Coordinator in consultation with the Mini-Units Committee, the Board of Directors, and the teachers.

During each session, students are assembled into multi-age pods. This cross-grade experience

helps older students learn leadership and mentoring skills and gives younger students a space to develop confidence and a sense of community as they work with older role models.

4.2. Outdoor Education

Outdoor Education Day is a biennial event taking the place of an entire school day. All *PACE at Lockwood* students are bussed to a local park and all classes are held outdoors. Students travel through a series of stations in multi-age pods. This cross-grade experience helps older students learn leadership and mentoring skills and gives younger students a space to develop confidence and a sense of community as they work with older role models.

Each station is led by both teachers and parents or guardians on subjects ranging from orienteering, to building birdhouses, to outdoor cooking, to making fish prints. Many parents or guardians are needed to make this day successful as, in addition to teaching classes, they are needed as chaperones and staffing for first aid stations, fire pits, and hospitality stations.

At the end of the school day, parents or guardians may pick up their children from the park, but are encouraged to bring their whole family for an evening picnic dinner. Typically, *PACE* sponsors an evening guest speaker or performance to educate and entertain as the sun begins to set.

4.3. Family Camping

The tradition of Family Camping Weekend started almost 30 years ago. Typically, the camp event occurs every year or every other year (non-Outdoor Education years), from Friday after school until Sunday after lunch. The goal is to have fun and to meet other *PACE at Lockwood* families outside of school. The families attending pay all costs for this weekend.

4.4. Spanish Program

Throughout each year, *PACE at Lockwood* students experience weekly, in-class Spanish lessons. These lessons, which educate our students about both language and culture, grow steadily more advanced as our students pass from 1st to 5th Grade.

A yearly event—also celebrated across the world—called the *Dia del Nino* (Day of Children) is a highlight of the *PACE at Lockwood* experience. Students take part in culturally-themed activities as they get to translate their classroom studies into practice.

4.5. Community Events

These events are an opportunity to visit with other *PACE at Lockwood* families to reinforce and strengthen our community and our connections to each other. Events may vary from year to year, but recent community events have included a cross-class picnic at a park, a

gingerbread house decorating night, a rock-painting night, or a park clean-up morning.

During community events held outside of school hours, it is important to remember that your children are in your care (even if our teachers are in attendance).

4.6. Incursions & Field Trips

EXCURSIONS: Field Trips are opportunities for the students to venture into the community and expand on the curriculum they are learning in the classroom. Parents or guardians assist by volunteering to drive and/or chaperone the students. Some trips combine classes.

INCURSIONS: On-Site Curriculum Events are activities that bring the “field trip” to the school. Recent examples include the Bug Man, a Native American exhibit, and a park ranger.

5. The *PACE at Lockwood* Membership

5.1. Enrollment Fee

This is a non-refundable processing fee (currently \$30 per student or \$50 per family with multiple children) that is paid by returning members upon re-enrollment in January; or, by incoming members after they are offered a spot in *PACE at Lockwood*.

5.2. Individual Fundraising Obligation

Our budget is arranged so that approximately two-thirds of our annual operating funds come from individual fundraising. Currently, each child is expected to raise \$200 annually (via our Fall Fundraisers) toward the cost of their enriched experiences in *PACE at Lockwood*.

However, this obligation is capped at \$600 / family each year (*PACE at Lockwood* would fund the program entirely for any child past the first three enrolled in a given year).

The full individual fundraising obligation is due by January 31. The remaining program’s costs are then raised through a larger All-*PACE* Spring Fundraiser.

The operating funds raised through program fundraising contribute to cover the cost of extra field trips, extra incursions and extra guest speakers, Mini- Units, Outdoor Education, Spanish Program, community events, program equipment, teacher education, and more. In short, fundraising is needed to support the enrichment experiences that *PACE at Lockwood* provides our students.

In the case of a school closure, remote learning, or a Washington/NSD/Lockwood limitation on the presence of volunteers on school grounds, that would affect our ability to raise funds,

the Board of Directors may modify or suspend the fundraising obligation.

5.2.1. Fundraising Opportunities

Each year, the Fall Fundraising programs we offer will vary. However, in the past, the following options have been selected by the Fundraising Chair with the approval of the Board of Directors:

1. Charleston Wrap Catalog Fall Fundraiser: This is typically a program to sell gift-wrap and/or miscellaneous items. Information about this is generally handed out at the first General Membership meeting or distributed to classes at the start of the academic year. The product is usually delivered prior to Winter Break. This is your opportunity to get your friends and family to pay your fundraising obligation!
2. RaiseRight Gift Cards Fall (& Spring) Fundraiser: This is a program where you earn money toward your fundraising obligation while you do your everyday shopping. Member buy gift cards from RaiseRight at full face value, and then use them for their everyday purchases at places such as Safeway, QFC, Home Depot, Best Buy, and more. The RaiseRight Company acquires the gift cards for our members from those various retailers at about 95%-98% of their face value (depending on the merchant), and *PACE at Lockwood* gets to keep the difference.
3. Additional fundraising opportunities include corporate matching programs, grants, Amazon Smile and our Spring Fundraiser. However, due to difficulty tracking this fundraising to an individual member, or because of tax reasons with corporate matching, this fundraising is not applied to individual fundraising obligations. However, it is vital support to the program and goes toward the portion of our budget not supported by individual fundraising. Fundraising Buy-Out

If a member is not able to raise all or part of the \$200/child fundraising obligation through our Fall Fundraisers (or simply chooses not to participate in the Fall Fundraising events), that member has the option of simply “buying out” their fundraising obligation with a direct payment to *PACE at Lockwood*.

5.2.2. Hardship Assistance

If a member has been unable to raise the full \$200/child through Fall Fundraising and is unable to “buy out” their full remaining obligation due to their financial circumstances, that member may contact the *PACE at Lockwood* Treasurer, who can confidentially authorize a payment plan; or to the *PACE at Lockwood* President, who can confidentially authorize a hardship to cover the balance of the fundraising obligation for the current year.

5.3. Volunteer Hours Obligation

PACE at Lockwood families agree to support the program with 80 hours of volunteer time each academic year. Anyone in the family who is 18-years or older may volunteer and earn hours toward the minimum of 80 hrs/family. However, if you are paid or required to volunteer (such as a paid caretaker; for high-school or college credit; or if you are substitute teaching), you may not count those hours.

Active participation by a child's family enriches the program, students, and the volunteer. There are numerous opportunities to volunteer during the school day, at events, and outside of school hours.

Volunteers should track their hours according to the following categories and report them to the Parent Participation Coordinator by the traditional deadlines: December 1st, March 1st, and June 1st. The recommended number of hours contributed by the end of the 1st trimester (December 1st) is 25. For the 3rd trimester (June 1st) please estimate your hours for the last two weeks of school. Estimating is perfectly acceptable, as is rounding to the nearest 1/2 hour.

In the case of a school closure, remote learning, or a Washington/NSD/Lockwood limitation on the presence of volunteers on school grounds, the Board of Directors may modify or suspend this requirement.

Hours categories include:

Classroom Hours: Student-oriented and classroom activities including but not limited to working in the classroom, chaperoning or driving on field trips, teaching during Mini-Units, staffing Outdoor Education. If you are in direct contact with *PACE at Lockwood* students, your hours count as "Classroom Hours."

1. **Administrative Hours:** All behind-the-scenes work that supports the operation of *PACE at Lockwood* and the enrichment of the students, including but not limited to planning and preparing events or activities, attending meetings (General, Board, Committee, etc.), sending or reading PACE-related emails, taking or making PACE phone or video calls, or even babysitting so that other members can volunteer for PACE. If you are not in direct contact with *PACE at Lockwood* students, but are still supporting PACE at Lockwood, your hours count as "Administrative Hours."
2. **Community Hours:** Up to half of your required hours may be "Community Hours" because we value contributions to the larger Lockwood Elementary community. This includes but is not limited to volunteering in the Library, volunteering during all PTA sponsored events. If you are not in direct contact with *PACE at Lockwood* students, and are not directly supporting *PACE at Lockwood*, but are still supporting Lockwood Elementary, your hours count as "Community Hours."

5.3.1. Volunteer Hour Buy-Out

If at the end of the academic year, a member is unable to meet their 80-hour minimum, they may “buy-out” up to 20 of those hours at the current minimum wage in Washington State.

5.3.2. Good Standing due to Hours

Families who have not completed their 80-hours of volunteer time by June 30th of the current academic year will not be in “Good Standing” and may be dropped from the program—their child(ren) moved to a neighborhood classroom in their home school.

5.4. Classroom Volunteerism 101

5.4.1. The PACE Mindset

The positive contribution that parents or guardians bring to the classrooms, as well as the tremendous sense of community that develops as a result of active family involvement, is at the heart of the program. However, there are some important guidelines for parents or guardians to follow in order for their volunteerism to best foster a positive learning environment for our students. The first thing to understand is the PACE Mindset.

As a volunteer, you are not in the classroom to monitor or guide your own child. Instead you are there for the entire class—as directed by the teacher. Often volunteers will work with small groups of students, or they may be asked to circulate throughout the room guiding students as needed, or they may be asked to make copies or to organize a shelf of books or supplies. If you are helping the class to learn and the teacher to teach, you are in the PACE Mindset.

Your own children may acknowledge your presence, but you should work with them to understand your role as a classroom volunteer and to understand their own role as students. You are not in the classroom to socialize with the students, other adults, or the teacher—which can be disruptive for all involved. If you are helping the class to learn and the teacher to teach, you are in the PACE Mindset.

Be friendly, helpful, and kind. Be aware of the classroom and ready to guide students who are struggling. Be an aid to the teacher and the students, and not a distraction. If you are helping the class to learn and the teacher to teach, you are in the PACE Mindset.

5.4.2. Checking in and out

It is Lockwood Elementary policy that anyone who is on school grounds between

8:45a.m. and 4:15pm must sign in and out at the office and wear a badge. This includes the playground area and situations when you are just coming to drop off or pick up your student, briefly visit a classroom, or the library.

5.4.3. Working with students

1. **Nurture Independent Learning:** Guide and refocus attention on schoolwork if students are struggling, but do not provide answers. Allow students to discover new ideas rather than be informed about them.
2. **Expect Respect:** As you work with students, insist on respect from the students, both toward yourself and toward each other.
3. **Escalate to the Teacher:** If you are having difficulty with a student or students, confer with the teacher about expectations and what steps you should follow if they are not met.

5.4.4. Communicating with teachers

1. Communicating Your Interests: If you have a particular talent or interest, let your child's teacher know. Some parents or guardians particularly like to be involved in reading conferences, or enjoy having students read to them, or want to work with students on math, or are artistic or musical and would prefer to be involved regularly in these activities. The teachers would like to give you an opportunity to work on tasks based on your interests and skills. Once a classroom routine is set, you'll often have similar jobs or activities each week.
2. Communicating About Your Own Child or Personal Concerns: Unless your question involves an immediate classroom issue, please approach the teacher when they are not busy with students. Email, notes, and voice mail are effective ways to initiate a conversation. Different teachers have different preferences, so please use what works best with your child's teacher. Some teachers prefer setting up a chat before or after school, or during a teacher's prep time. Remember, as much as we all enjoy talking with the teachers, they are there for our students. Please don't interfere with the teacher's time with their students. Our goal is to support every student's learning.

5.4.4.1. Classroom Volunteering Etiquette

Some of the teachers have a "To-Do" clipboard or a list of jobs that need to be done. It is recommended that classroom volunteers review the Volunteering Etiquette training video. Additional questions or clarifications should be sent to the Classroom Coordinator, Teacher or PACE leadership prior to the first day of volunteering.

Please **do not interrupt the teacher's time with students to ask what to do**. See if any individual students need assistance. If you see nothing else, all areas of the classrooms always need cleaning and organizing such the sink, the students' desktop, the computer screens, the shelves, and the PACE work room. In addition, there are usually supply maintenance tasks such as sharpening pencils, refilling glue bottles, and refilling paint.

5.4.5. PACE Work Room Use

The PACE work room is the space designated by Lockwood admin for storage of PACE materials dedicated to PACE activities.

If you work in the PACE work room, please be certain to clean up when you are through. Leave the paper cutter area clean and free of scrap paper. Clean up the worktable and push in the chairs. In order to preserve our materials, it is best practice to keep the PACE work room clean and tidy and to always return materials to original locations.

5.4.6. Confidentiality

You will almost necessarily become privy to confidential student information by working in the classroom or on the Lockwood Elementary campus. However, you may not share, hint at, or otherwise spread such information with anyone else. For instance, some students may have difficulty sitting still, talking out, and so on, but these are concerns between the teacher, the student, and their parent or guardian and no one else. The privilege of working in our children's school means that our behavior as adults must be professional and respect the privacy of others.

Likewise, information about other *PACE at Lockwood* members that you may be privy to (such as class rosters, home addresses, and emails) must be treated with care. Personal information published in places like class rosters or on class Facebook groups help us communicate and build a community. But such personal information may never be used to promote a business, sold to a third party, or misused in any way.

5.5. Committee or Leadership Obligation

All *PACE at Lockwood* members must help to administratively support or lead the organization. This is accomplished by accepting a support or leadership position in a committee or in the Board of Directors; or, by serving on the Executive Board of the PTA.

Specific committee positions, titles, and structure may change from year to year as the Executive Committee adjusts it in response to current needs and best practices. However, there are generally the following committees:

1. **Enrichments Committee**, led by the Enrichments Committee Chair
2. **Community Support Committee**, led by the Community Support Committee Chair
3. **Fundraising Committee**, led by the Fundraising Committee Chair
4. **Field Trips and Incursions Committee**, led by the Field Trips and Incursions Committee Chair
5. **Membership Committee**, led by the Membership Chair
6. **Communications Committee**, led by the Communications Chair
7. **Treasury Committee**, led by the Treasurer

5.5.1. Enrichments Committee

The Enrichments Committee oversees the most enrichments offered by PACE at Lockwood. The exception is that enrichments relating to “field trips and incursions” have their own committee due to the broad scope and duration of that work.

Enrichments housed in this committee include Mini-Units, Outdoor Education, Spanish Program, Fall Festival Event, Egg Drop and the Art Docent Program. Technically, the Art Docent program is a PTA endeavor, but the Enrichments Committee Chair serves as the voice of the art docents working in our classrooms to the PACE at Lockwood Board of Directors.

5.5.2. Community Support Committee

The Community Support Committee oversees efforts to bring the *PACE at Lockwood* community together, and to foster strong connections between *PACE at Lockwood* community and the larger Lockwood Elementary community.

Teams housed in the Community Support Committee include the New Family Mentoring Team, the Community Events Team, the Meeting Support Team, the PTA Coordination Team, the Staff Appreciation Team, and Family Camping

5.5.3. Fundraising Committee

The Fundraising Committee organizes a series of fundraisers in the Fall to help our members meet their individual fundraising obligations. Every other Spring, the committee holds an All-PACE fundraiser to help balance the general *PACE at Lockwood* budget.

This committee houses Fall Fundraising teams (historically, a Charleston Wrap Team, and a RaiseRight Gift Card Team), a Spring Fundraising team (historically, organizing an Online Auction, or a Live Auction, or a Shred Truck, or a Raffle, or a used Book Fair, or a Summer Camp Fair, or some combination), and a Fundraising Team.

The Fundraising Team will ideally have a representative for each classroom. Their task is

two-fold: to ensure their class knows about upcoming fundraisers, and to serve as support for those fundraisers. Typically, most support is needed for the Spring Fundraiser.

5.5.4. Field Trips and Incursions Committee

The Field Trips and Incursions Committee is comprised of two field trip representatives per class, with the option of adding one incursion representative per class. This committee helps the teacher select, book, plan, and administrate all class field trips and incursions (guest speakers, guest programs, and the like). Much of the committee's work is in ensuring that families have submitted field trip forms and that volunteer chaperones and drivers have submitted proper paperwork to Lockwood Elementary administration.

For field trips, the class field trip representatives will sign-up parents or guardians who wish to volunteer in as fair a process as possible, will help assign students to the designated chaperones (and help assemble the Chaperone/Driver Packets), and, if possible, at least one of the class field trip representatives should attend every field trip, at the teachers discretion— as they typically are most familiar with the directions, agendas, group assignments, and contact information.

5.5.5. Membership Committee

The Membership Committee deals with the process of becoming a member of *PACE at Lockwood*, the requirements to remaining a member of *PACE at Lockwood* in “Good Standing,” and the steps for re-enrollment as a member in *PACE at Lockwood*.

On the Membership Committee are the Tours Team, the Enrollment Team, and the Parent Participation Coordinator.

5.5.6. Communications Committee

The Communications Committee works to ensure that information important to *PACE at Lockwood* members is presented to them in as clear and accessible a way as possible. Such information is derived by the Communication Committee from all other committees, from the Board of Directors, from the PTA, from Lockwood Elementary, and from NSD. Further, the Communications Committee manages data retention and storage, emails and distribution lists, and historical/archival materials.

The three teams housed in the Communications Committee are: the External Team (Webmaster, Social Media Lead, and Information Night Lead), the Internal Team (Historian, Data & Email Lead), and the PACESetter Newsletter Team.

5.5.7. Treasury Committee

The Treasury Committee houses only the RaiseRight Treasurer (who manages a separate

bank account for the RaiseRight Fall Fundraiser), and the Auditor & Bank Statement Reviewer (who provides financial oversight over the activities of the Treasurer).

6. The *PACE at Lockwood* Board

6.1. Board of Directors Election Procedure

6.1.1. Process Overview

The Nominations Committee will present a slate of proposed Directors to the current Board of Directors for approval and/or modification of the slate. The current Membership will then elect the slate of incoming Board of Directors—typically during the last General Meeting of the year. The Nominations Committee has the authority to appoint all other members to open Committee Positions. Typically, the Nominations Committee will be able to mostly fill the Committee Positions before the terms of the incoming Executive Committee begins. Inevitably, some Committee Positions will remain open or become open during the summer. In that case, it is the responsibility of the incoming Executive Committee to fill those positions.

6.1.2. Nomination & Election Process

6.1.2.1. Floor Nominations

1. Members who want to self-nominate or nominate others may do so from the floor during the final General Meeting (or at the time that the Board of Directors election is scheduled) for any *open* position. The position of President is not open if the current Vice-President accepts their automatic appointment to that position upon the end of their term. Nor is a position open if it is a multi-year position that still has at least another year left in the term and the member filling that position chooses to complete their term.
2. If a floor nomination occurs for an uncontested position (where there are no nominations), the vote may be by voice. However, if there is more than one candidate for a position, that vote must be in writing.

6.1.2.2. Board of Directors' Proposed Slate

1. As part of the enrollment or re-enrollment procedures, current and incoming members should be surveyed to establish their interest in committee and/or

leadership positions within *PACE at Lockwood*. If that does not occur, the Nominations Committee should reach out to members to establish their interests.

2. Beginning February 1, the Nominations Committee—Chaired by the Member-at-Large and comprised of the Vice-President, the President and two to three additional members as selected by the Member-at-Large—shall assemble a proposed Board of Directors “Slate” and a proposed Committee Position Roster to be presented to the *PACE at Lockwood* Board of Directors during the April Board Meeting (or as near to the April Board Meeting as is practical). This “slate” and roster:
 - a. Must list all proposed incoming Board of Directors (which will be voted in by the incoming Membership during the May General Meeting or as near to the May General Meeting as is practical); and

Should strive to appoint as many incoming committee positions as possible or practical (the Nominations Committee has the power to appoint these positions and is only notifying the Board of Directors of their progress)

3. The Board of Directors must approve a proposed slate of the Board of Directors (for the Membership to elect).
 - a. If the Board of Directors cannot gain majority support for certain candidate nominations listed in the Nominations Committee’s proposed slate, the Board of Directors can approve a slate with multiple candidates per position (to be decided by the Membership) or with contested positions left open (to be filled by nominations from the floor).
 - b. Should a member reject their nomination or become ineligible to serve between the Board’s approval of the slate and the Membership’s vote on the slate, the Executive Committee has the power to revise the proposed Board of Directors slate to fix the now-open position before the Membership vote.
 - c. The Board of Directors does not approve the committee assignments, which are filled by the Nominating Committee, the outgoing Executive Committee or by the incoming Executive Committee once their term begins.
4. The proposed slate (as approved by the outgoing Board of Directors with any possible modifications by the Executive Committee as described above) shall be presented to the Membership for a vote at the final General Membership meeting of the academic year (or as near to that time as is practical).

6.1.3. Vacancies

1. If a vacancy occurs in any committee position, the President may appoint another

- member to fill that position.
2. If a vacancy occurs in any Board of Directors position—excepting the Executive Committee—the President may appoint another member to fill that position. However, that appointment must be ratified by the Membership at the next scheduled General Meeting.
 - a. If there is a vacancy in the office of President, the Vice-President will automatically become the President and may then appoint another member to fill the position of Vice-President. However, that appointment must be ratified by the Membership at the next scheduled General Membership meeting.

6.2. Board of Directors Organization

The *PACE at Lockwood* Board of Directors consists of:

1. **Executive Committee**, elected by the Membership
 - a. President
 - b. Vice-President
 - c. Membership Chair
 - d. Secretary
 - e. Treasurer
2. **Board of Directors**, elected by the Executive Committee
 - a. Enrichments Committee Chair
 - b. Community Support Committee Chair
 - c. Fundraising Committee Chair
 - d. Communications Committee Chair
 - e. Field Trips & Incursions Committee Chair
 - f. 1st Grade Class Coordinator
 - g. 2nd Grade Class Coordinator
 - h. 3rd Grade Class Coordinator
 - i. 4th Grade Class Coordinator
 - j. 5th Grade Class Coordinator
 - k. Enrollment Coordinator
 - l. Member-at-Large
3. **Ex Officio Non-Voting Board Positions**, empowered by virtue of office
 - a. 1st Grade PACE Teacher
 - b. 2nd Grade PACE Teacher
 - c. 3rd Grade PACE Teacher
 - d. 4th Grade PACE Teacher
 - e. 5th Grade PACE Teacher

- f. President Emeritus

6.3. Board of Directors Term of Office and Term Limits

All Board of Directors members are elected for one-year terms. Except:

1. The Vice-President / President / President Emeritus

- a. **Term of Office:** One-year term as Vice-President, beginning at the close of the outgoing Vice-President's term and ending one month after the last day of the academic year; followed by a one-year term as President, ending one month after the last day of the academic year; followed by a one-year term as President Emeritus, ending one month after the last day of the academic year.

Term Limit: The President may not serve as the Vice-President or President in the term immediately following their Presidential term of office.

2. The Membership Chair and Enrollment Coordinator

- a. **Term of Office:** Two-year terms each, staggered; beginning at the close of the outgoing Membership Chair or Enrollment Coordinator's term and ending one month after the last day of the academic year.
- b. **Term Limit:** No term limits.

3. The Treasurer

- a. **Term of Office:** Two-year term, beginning at the close of the outgoing Treasurer's term and ending August 31.
- b. **Term Limit:** No more than two consecutive terms in a row.

6.4. Board of Directors Voting Powers

All Board of Directors members have one vote. Except:

1. Ex Officio Non-Voting Board Positions, who hold only advisor voting power (such as PACE Teachers and the President Emeritus). Directors in these non-voting advisory positions do not need to have children in the program to serve on the Board of Directors in such an advisory capacity.
2. Class Coordinators, who share a single vote.

If more than one Class Coordinator attends a meeting and they cannot agree how to cast their shared vote on a Board Action, they each vote internally and the majority vote is

cast. If a majority is impossible due to equal numbers of Class Coordinators present, their vote is nullified as if they had abstained

7. Field Trip Guidelines

7.1. Preliminary Paperwork

1. The Northshore School District Online Volunteer Application, Level 1 and Level 2, must be completed, approved and have the badges on file with PACE and the Lockwood Office before a Chaperone may go on a field trip.
2. The Authorization for Use of Private Auto and photocopy of your Proof of Insurance card MUST be completely filled out, signed, and on file at school before a driver may drive on a field trip. It is advisable to list information for all family vehicles on this form in case more than one vehicle is used for field trips.
3. A parent or guardian volunteer serving as a chaperone or driver on a field trip must carry with them at all times the Chaperone/Driver Packet containing the following forms related to the students in their care: Field Trip Permission Forms, Booster seat Addendums (if applicable), and an “Emergency Contact List.”

7.2. Private Automobile Policies

1. NSD policy does not allow private automobile use for field trips before 4th Grade.
2. Under Washington State Policy (RCW 46.61.687) booster seats are required for all students until they are 4’9” tall. Once a student is 4’9” and above they may continue to use a booster seat, or may be secured using the vehicle’s lap and shoulder seat belts. All child restraints must be properly adjusted and fastened around the student’s body. No student under thirteen may sit in a front seat.
3. Unless authorized by the teacher, there can be no changing of students from one carpool to another. If a change does occur, the paperwork particular to any re-assigned student must be transferred between the Chaperone/Driver Packets.
4. Drivers shall not make unscheduled stops to or from school (except to stop due to student misbehavior), use cellular phones while the vehicle is in motion (for any purpose but navigation), or smoke (during the duration of a field trip).
 - a. If a student misbehaves while the vehicle is in motion, the driver may pull off the road to a safe place and make an unscheduled stop. Chaperones/Drivers should contact teacher to discuss behavior and plan of action. If necessary and with teacher approval, the driver may terminate the field trip and return to school.
5. Unless authorized by the teacher, use of electronic devices or the showing of a movie in a

carpool vehicle is not allowed during school field trips.

6. If your carpool is running late in returning to the school such that you may or will return after the end of the school day, immediately contact Lockwood Elementary to inform the staff. For safety and security, students must be returned to Lockwood Elementary (drivers cannot drop students at their homes).

7.3. Financial Policies

1. The chaperone-to-student ratio is predetermined before each trip by the teacher and all costs for the designated number of chaperones entrance and/or parking fees are paid by *PACE at Lockwood*.
 - a. Parents or guardians attending beyond the predetermined ratio must pay any additional costs associated with their attendance.
 - b. It is in the teacher's discretion to allow extra parents or guardians to attend. However, if allowed a fair and equitable system will be followed to determine those chaperones.
2. Unless authorized by the teacher, students are not permitted to bring money.
3. Unless authorized by the teacher, chaperones are not allowed to purchase treats or other items for students.
4. A family's fundraising obligation will not be reduced if their child does not attend a field trip (whether by choice or necessity). A student not attending a field trip (whether by choice or necessity) is still responsible for their share of the total cost.

7.4. Safety and Medical Issues

1. If there is a significant medical emergency involving a student, call 911. After the injured student is given appropriate care, report the incident to the school nurse. Minor injuries and medical events must still be reported to the school nurse.
2. The classroom teacher is responsible for all medications that need to be carried on the field trip. Students who have life-threatening or other serious health concerns, particularly if medication administration may be required during the field trip, must to be assigned to the same carpool as the teacher.
3. Chaperones must be with their group during the entire field trip. Take bathroom breaks and move through facilities together. You should be no more than an arm's length away from each student in your group at all times. No student should be walking/running ahead of you. If a student gets separated from your group and you cannot locate them, notify the nearest facility employee and call the teacher immediately.

7.5. Student Behavior Issues

1. Because we represent Lockwood Elementary, chaperones must supervise students in a way that encourages Lockwood Code-of-Conduct (P.A.W.S.). As a chaperone, you also must be respectful, polite, and calm. Further students and chaperones must adhere to the rules of the school, the bus company, and the facility. This may include no food or gum in unauthorized areas, and no students in certain places.
2. On a bus, monitor students to ensure that they stay out of the aisle and remain seated with backs against their seat. If you are at the back of the bus, please make sure the kids stay clear of the emergency exit door handle.
3. If a student's behavior is unsafe or disrespectful during a field trip, consequences are applied as follows:
 - a. The student is reminded by a teacher or supervising parent or guardian of appropriate behavior.
 - b. If poor behavior persists after a reminder, the teacher may place the student on probation for the remainder of the field trip—giving the student a chance to demonstrate compliance with safety and behavior expectations while being closely monitored.
 - c. If similar behaviors persist during probation, the student will not be allowed to attend the following field trip.
 - d. For field trips following the exclusion, the teacher will determine a plan to help the student achieve safe and respectful behavior on field trips.

7.6. Sibling Policy

No sibling is allowed on field trips, unless all of the following criteria are met:

1. The teacher approves and invites the sibling in advance.
2. The sibling is not enrolled in a K-12 school requiring their attendance.
3. The siblings will not use budgeted supplies and materials.
4. The supervising parent or guardian is not a designated chaperone or driver.
5. The supervising parent or guardian will remove the sibling in the event of any disruptive behavior.