

PARENTS ACTIVE IN COOPERATIVE EDUCATION LOCKWOOD ELEMENTARY 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:
 - A. Scheduled participation in their individual child(ren)'s classroom.
 - B. Scheduled participation in a PACE classroom that does not include their individual child(ren).
 - C. Preparation and presentation of mini-units, or outdoor education.
 - D. Attendance and/or providing transportation on classroom field trips.
 - E. Preparation of projects or curriculum materials at home for use in the classroom, etc.
 - F. Participation in Lockwood PTA and school activities—can count up to 40 hours.
 - G. We encourage families to contribute time by directly participating in the program, however, 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. Families can only use the maximum “buy-out” option three consecutive years during their time at PACE at Lockwood.
2. **Committees:** Each family participates in a committee, if not holding a position on the PACE Board.
3. **Fundraisers:** Participation in PACE comes with a required fundraising obligation of \$250 for each student or up to \$600 per family. The fundraising obligation balance is determined as of 12/31 and the deadline for receipt of payment is January 31. The fundraising obligation can be met by one or a combination of the following:
 - A. Selling the established products.
 - B. Making a donation in the amount of the profit margin of the fundraising goal.
 - C. Making an optional arrangement by speaking individually with the President, Principal, or the Membership Chair. This arrangement can and will be considered confidential.
4. **Parent Meetings:** Attendance is expected at all bi-monthly PACE General Membership meetings (3 out of 5, including excused absences). Members are expected to vote at the General Meetings. If a family is unable to attend one of the meetings, they will need to contact the PACE President and Secretary.
5. **Behavior Expectations:** We, the children, teachers, and parents of the PACE community will make choices that positively affect ourselves and those around us by:
 - Will show respect to others
 - Listen when others are speaking
 - Use polite language and must not talk down to anyone (children, parents, teachers, or Lockwood staff)
 - Respect the personal space of others
 - Follow the Volunteer Commitment form
 - Ensure a productive learning environment within the classroom. Follow the direction of the teacher at all times and micromanaging of the teacher at any time will not be allowed.

- Parent behavior must be supportive and positive while in the classroom, on field trips, and speaking to any teacher or school employee. Even with concern of disagreement, we must always remain respectful and model the appropriate behavior.

Section II

The PACE community recognizes that each family is unique and valuable to our program. If a family is not fulfilling their commitments as listed in Section I of the Parent Participation Agreement, at any point within the year, 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 Membership Chair, President and Vice-President meet with the family to create a written plan to fully address the unmet requirement(s).
3. Thereafter, the Membership Chair, President and Vice-President closely monitors the family's participation based on what is documented in the written plan.
4. If the family fails to begin to actively follow through with the agreed upon plan, the President and Vice-President meet to discuss whether to place the family on probation for the following school year.
5. If placed on probation, the family receives written notification via email.
6. A family on probation will then meet with the President and Vice-President to create a written action plan for the following academic year.
7. If the family fails to actively work on fulfilling their agreement at the end of the academic year that they are on probation, the President, Vice-President, and the family meet with the Principal. The family may be removed from the PACE program at the discretion of Lockwood Administration for the following academic year. The family receives written notification of this meeting before it occurs, and also receives the decision in writing.
8. If based on Lockwood Administration's discretion, the family is added back into the PACE program, the family will remain in a probationary status until back in good standing. The family will lose priority re-enrollment until good standing is established.

The above procedure has been implemented in all fairness to families who do fully participate, and to the children who benefit so much from our time and energy.

DATED THIS _____ day of _____, 20 _____

Parent

Parent

Family Name _____