



CORNERSTONE
Parent/Guardian/Family
PARTICIPATION
PHILOSOPHY AND
INFORMATIONAL PACKET

2017-18

Participation

The Cornerstone at Pedegral School academic program was founded on the premise of parent/guardian/family participation. The sustained success of Cornerstone has been greatly enhanced by the level of daily parent/guardian/family participation. Therefore, participation of all parent/guardian/families is extremely important to maintain the ideals and standard of Cornerstone.

The parent/guardian/families participation at Cornerstone consists of 1) teaching shifts in the classroom, and, depending upon the needs of each individual classroom, fulfilling electives that directly enhance the curriculum, 2) service hours to enhance the learning environment and support the numerous events and activities that encompass the school, 3) attendance at General Parent Meetings to stay informed and have a voice in all issues affecting the school, and 4) in-service workshops for successful collaboration with the teachers in support of an optimal learning environment in the classroom. It is important that families who choose Cornerstone participate in this model. It is this commitment that makes Cornerstone unique among other District schools. A more detailed description of what parent/guardian/families participation at Cornerstone entails is provided below. Each of these is critical for maintaining the success of Cornerstone.

I. Classroom Participation Scheduling

All parent/guardian/families are encouraged to volunteer the equivalent of a shift (appx. 3.5 hours) as follows and dictated by classroom need:

- Families with one child volunteer 4 shifts in a 4-week period
- Families with two children volunteer 5 shifts in a 4-week period
- Families with three or more children volunteer 6 shifts in a 4-week period
- Families with triplets/quads volunteer 8 shifts in a 4-week period

Scheduling Classroom Participation shifts is an important component of the Parent Participation model. Parent/guardian/families are encourage to follow the process below to support consistent scheduling:

- Prior to the start of school, parent/guardian/families are asked to complete a scheduling survey indicating at least *two equal days* a week they are available for working in the classroom and their preference of electives. Electives (e.g. Junior Great Books instruction, Math Explorations) provide an additional means for Member Families to fulfill their shift commitment as defined above, as well as accommodating the additional curriculum needs of each classroom beyond the regular teaching shift.
- Any changes to the scheduling survey should be given to the Class Participation Rep at least 30 days in advance so that the Rep has ample time to make the change
- After the 4-week schedule has been posted, members unable to work their assigned shift are expected to find a substitute and notify the Participation Rep of the changes.
- Parent/guardian/families are expected to arrive on time for their scheduled shift(s), supervise areas on campus assigned to them in a responsible manner, and remain for their entire shift(s).
- Should an emergency arise and a parent/guardian/families is unable to work their scheduled shift and has been unsuccessful in finding a substitute, they should notify the Class Participation Rep immediately.
- For scheduling and organizational purposes, parent/guardian/families are asked to record their shifts worked by initialing their name on the schedule located in the classroom on the day(s) worked.

II. Service Hours

It is encouraged that parent/guardian/families contribute fifteen (15) hours of service per school year. Service hours are flexible and parent/guardian/families can tailor their time to accommodate their personal schedules and talents. Half of the hours (7.5) should be completed by December 15 and the other half by June 1 .

An overview of Cornerstone committee activities for which service hours may be earned is provided in the Cornerstone Parent Handbook section of the directory.

- Service hours are earned for time spent on committee service and meetings, work parties, in and out of the classroom, campus maintenance jobs, and any extra duties as prescribed by a Parent Board member, Committee Chair or Teacher.
- Service hours do not include General Parent Meetings, scheduled class shifts, elective shifts or in-service workshops.
- Parent/Guardian/Families are asked to record service hours by using the online form.

III. Parent/Guardian/Families General Meetings

As this is the only forum for the parent/guardian/families to learn about and address issues affecting the school, parent/guardian/families are encouraged to attend all general meetings in their entirety.

- General meetings are typically held in the evening on the 2nd or 3rd Tuesday of each month.

IV. In-Service Workshops

To ensure that they are informed and able to make a knowledgeable contribution in the classroom, parent/guardian/families are encouraged to attend classroom in-service meetings with the teacher, as well as orientation and curriculum-based workshops and training as necessary and mandated by the Parent Board, the principal and the teachers.

- The family member who will most regularly be teaching in the classroom is encouraged to attend the in-service.
- Families who are unable to attend an in-service should notify the Class Participation Rep prior to the scheduled meeting and make an alternative arrangement with someone in the class who will review the material and information missed, or plan ahead with someone in the class who will take notes and collect material(s) for you.

PARTICIPATION SUMMARY

| Participation Category | Parent/Guardian/Family | Purpose |
|--------------------------------|---|---|
| Classroom Participation | 1 child – 4 shifts per month 2 children – 5 shifts per month 3 or more children – 6 shifts per month Triplets/Quads – 8 shifts per month | Create and maintain an exceptional learning environment for Cornerstone children. Consistent, reliable, and responsible classroom participation is also critical to our children's safety at drop-off, pick-up and on the playground. |
| Service Hours | 15 per year | Enhance the learning environment for Cornerstone children and support the various activities, events and traditions that encompass Cornerstone School and contribute to its success. |
| General meetings | Attend all general meetings in their entirety | Attendance is necessary to become informed about key issues regarding Cornerstone School and children, as well as ensuring your voice in decisions affecting the school. |
| In-services | Attend all in-services in their entirety | Learn about educational and other important matters in, about and affecting the classroom. These meetings are crucial for successful collaboration with the teachers and participation in the classroom. |

V. District **Health Requirements**

Teaching Parents

On 1/1/2015 new legislation regarding adult Tuberculosis screening went into effect. The new law requires a person to submit a tuberculosis risk assessment and if risk factors are identified, would then require the person to submit to a tuberculosis examination to determine that the person is free of infectious tuberculosis. The forms are available on the PVPUSD website under Health Information. The completed "Adult Tuberculosis Risk Assessment Questionnaire" certificate of completion (completed by your health care provider) should be given to the Health Office.



CORNERSTONE SCHOOL

PVPUSD Alternative Parent Participation Elementary School

NEW TUBERCULOSIS REQUIREMENTS FOR SCHOOL VOLUNTEERS

From the desk of Kathy Barry, District Nurse:

On 1/1/2015 new legislation regarding adult Tuberculosis screening went into effect. The new law requires a person to submit a tuberculosis risk assessment and if risk factors are identified, would then require the person to submit to a tuberculosis examination to determine that the person is free of infectious tuberculosis. The forms are available on the PVPUSD website under Health Information. The completed "Adult Tuberculosis Risk Assessment Questionnaire" certificate of completion (completed by your health care provider) should be given to the Health Office.

ACKNOWLEDGE OF RECEIPT

I acknowledge that I have received and read the contents of the Cornerstone
Parent/Guardian/Family Participation Packet.

Student Names

Parent Name

Parent Signature

Date