

# **Noble Elementary School**



## **Alternative Education**

### **Program Guide**

#### **INTRODUCTION**

We are a parent participation school where every family is expected to be involved. Our program's success requires having parents as active partners with the school. Parents are expected to make a commitment of time and talent to their child's education, classroom and the school. Parent participation in the classroom, through parent education and by the support of school programs gives children the powerful message that education is important. There are many ways parents can participate in the educational program. Parents are encouraged to participate in the classroom, organize activities or materials, and go on field trips. Parent participation allows the class to experience smaller group activities. Parent meetings foster community spirit and provide support for classroom activities that enhance the curriculum. Parents are encouraged to use their special skills to enhance the classroom program for the benefit of all the children.

#### **CURRICULUM**

The curricular program is aligned with state curriculum standards. Special projects/units are frequently planned collaboratively with parents when appropriate.

#### **FIELD TRIPS**

Enrichment activities such as field trips are designed to support and enhance the curriculum. These are made possible by the parents' participation in this program. The teacher will plan the field trips with assistance from the parent field trip coordinator.

Parents are encouraged to be drivers/ chaperones on field trips. The necessary insurance forms need to be completed, turned in, and kept up to date. All parents who drive on field trips must have a current TB test on file. All district guidelines regarding field trips need to be met.

## **VOLUNTEER HOURS**

Parents are encouraged to volunteer in the classroom when possible. Teachers will provide outside work, when necessary, for those parents who are unable to work in the classroom. Involvement in PTA, at school, and in district committees is encouraged as a way to meet the hourly expectations. It is expected that parents who choose to become a part of the Alternative Program will complete their commitment of time to the classroom. If they are unable to do so, they will be asked to reconsider their participation. Each fall an Alternative Compact will be signed by the teacher and parents acknowledging the participants' roles in the program.

## **FINANCIAL CONTRIBUTIONS**

The success of the Alternative Program depends on the high level of commitment on the part of the families. Monetary donations are voluntary, but enable us to provide many enriched activities. Monies are deposited in the Parent Participation Program non-profit account. A proposed budget for review by the parents will be presented at the beginning of the school year. Parents are encouraged to provide input on issues regarding the budget. The budget will support curricular goals. Classroom budgets support field trips, classroom supplies, equipment and presentations. Expenditure of funds will be aligned with the educational program. Parents may make donations either as one lump sum payment, or as two separate payments. The first payment should be made by October 15<sup>th</sup> with the final payment made by January 15<sup>th</sup> of that school year.

## **HANDLING OF FUNDS**

Funds will be deposited in the Parent Participation Non-Profit checking account by the parent treasurer for the program. Each class will have a parent treasurer who will track revenues and expenditures for his/her class. All payments are made by previous approval of treasurer and teacher, and checks are signed by two parents. All financial contributions shall remain confidential. Expenditures of funds will be available upon written request.

## **COMMUNICATION**

*Teachers will:*

- \*publish a class newsletter regularly
- \*work with classroom treasurer to establish and review the classroom budget
- \*keep lines of communication open with parents

*Parents will:*

- \*utilize teacher established system for communication (i.e., email or notes)
- \*put questions in writing when possible

\*request a meeting or phone conference to discuss questions or issues

With so many active parents in our program, the likelihood of several parents wishing to speak to the teacher at the end of any given day is great. By honoring our communication protocol we will give the classroom teacher the needed time to give the appropriate consideration to the questions and concerns of the parent. It will also allow the teacher some time after school to reflect with less interruption.

## **PARENT JOBS**

All volunteer hours that are performed for the broader school community will count towards the Alternative classroom commitment. There are many jobs for which parents may volunteer. Parents are encouraged to take on jobs that are of interest to them. Sign-ups will take place at the beginning of the school year. Families who participate in the Alternative Program agree to perform the following volunteer hours:

\*\*One child = 25 hours

\*\*Two children = 40 hours

\*\*Three children = 50 hours

Parents may designate (with the approval of the teacher) a responsible adult to perform the volunteer hours if they are unable to do so. All adults who work in the classroom are required to have a current TB test.

Families who share baby-sitting in order to allow each one to work in the classroom may split the hours 50/50. For example: Parent Smith watches Parent Jones' children for 2 hours while Parent Jones works in the classroom. Parent Smith can be credited with one hour and Parent Jones with the other hour, or, Parent Jones can be credited with the two hours.

**Some of the jobs are:**

- \*Parent volunteer coordinator - log volunteer hours.
- \*Classroom parent volunteer monthly scheduler
- \*Substitute volunteer coordinator
- \*Treasurer
- \*Field trip coordinator
- \*Field trip drivers
- \*Social coordinator
- \*Book Club coordinator
- \*Kids' carpentry volunteer
- \*Cooking coordinator
- \*Memory book committee
- \*Class shopper
- \*Illustrator
- \*Sewing projects
- \*Computer assistant
- \*Projects to make at home
- \*Home typing/word processing
- \*Classroom parent volunteers
- \*Assisting with class bookbinding
- \*Taking film to develop at photo processing site
- \*Parents to give presentations in areas of expertise or on topics of interest to students
- \*Help on any events that enhance our school through the PTA or other projects (for example: book fair, walk-a- thon, reading tutor, etc.)

- \*District committees
- \*Volunteering in any Noble classroom
- \*General school beautification projects
- \*Site Council

## **THE ROLE OF THE ALTERNATIVE EDUCATION STEERING COMMITTEE**

\*The purpose of the Steering Committee is to facilitate communication and planning which affect the Alternative Program.

\*Two representatives from each Alternative class will volunteer for the committee.

\* Meeting times and dates will be determined by the group.

\* Issues to be discussed will be determined by the principal, committee members and any concerned parents.

\* The meetings are open to all.

\* Classroom representatives will report back to the parents at the next appropriate class meeting or through the classroom newsletter.

\* The representatives are responsible for bringing parent concerns to the committee.

Program guidelines will be reviewed annually and updated as needed.

## **HOW TO APPLY**

To apply for this program, parents/guardians must attend an information meeting where programs are explained and applications distributed. Applications must be submitted to an Alternative Education teacher by 3:00 P.M. on \_\_\_\_\_. A list of the students in the program will be posted at Noble School and at the District Office on \_\_\_\_\_, after 4:30 P.M. Students accepted into the program must complete the open enrollment/intra- district transfer process if Noble is not their home school. Parents/guardians must reapply through the intra-district transfer process for their child to return to their home school if they leave the program.

## **LOTTERY**

The lottery process is used in the Alternative Program to help establish an equitable way of selecting applicants. The lottery selection will be conducted by the Assistant Superintendent, or his/her designee. Each application will be numbered randomly by computer. For each new kindergarten class, sibling applicants may constitute up to 20% of the new class. The intent of the lottery process is to ensure that the enrollment reflects the balance of the school district in regards to gender/ethnicity etc. If openings occur, applicants will be selected based on the gender/ethnicity of the child who left. The wait list expires when the following year's lottery is performed and students must reapply for the next school year.

## **PARTICIPATION COMPACT**

### ***Sample of the Parent Compact:***

As participants in the Alternative Program, we commit to the following responsibilities as the program description:

a. We understand that we will volunteer at least the minimum number of hours required by the program description.

Families who participate in the Alternative Program agree to perform the following volunteer hours:

\*\*One child = 25 hours

\*\*Two children = 40 hours

\*\*Three children = 50 hours

**Parents are expected to meet their commitment of volunteer hours. Discontinued enrollment in the program will be a consideration if these hours are not met.**

b. We understand that a parent/guardian is expected to attend parent/guardian meetings as needed.

c. We will be constructive members and contribute to the planning, problem solving, and organization of the Alternative Program.

d. We understand that we will be encouraged to make a monetary donation. Parents who are unable to make a donation will be expected to work with the teacher and treasurer to.

e. This is a yearly commitment. Volunteer hours are yearly, not cumulative.

**Reminder: Every student benefits from your involvement. Parent/guardian involvement has been shown to have a significant impact on student learning.**