

CLASSROOM PARTICIPATION EXEMPTION POLICY

Classroom Participation: As a member of the Maplewood PCEP, each family agrees to participate in each of their children's classrooms as directed and scheduled by the classroom teacher one morning or one afternoon per week. This commitment may require small group instruction and/or additional out of class planning time. It is expected that each parent make every effort to find appropriate coverage for their assigned classroom time. All parents are additionally required to participate in classroom committees (see School Wide Committee Guidelines and PCEP Board Job Descriptions for exceptions to this), field trips and attend the monthly parent meeting.

Background: The PCEP program's founding premise is the participation of parents in the classroom. In-class participation by the parents provides our children with the benefits of small group instruction on a continual basis throughout the school year. The Maplewood teaching staff has put much effort and time into planning a curriculum designed to utilize parents in many capacities. Adult participation for every child every year is planned and expected. During time of illness, unexpected change, or other family crises, a temporary situation may arise which prevents a parent from fulfilling his or her responsibilities in the classroom. The policy below is designed for these situations.

Policy Recommendation: The current PCEP Executive Committee will evaluate individual parents' requests for a temporary exemption to in-classroom participation. The goal of the committee will be to strive to achieve a balance between the needs of the student(s), the needs of the teacher(s)/classroom(s), and the needs of the parent(s). Requests should be made to this committee only as a final step, after all other resources have been exhausted. (Acceptable substitutes for fulfillment of classroom time include extended family members, friends, other co-op parents, and paid substitutes.) Requests must be resubmitted in writing, and must include a time commitment commensurate with time invested by parents who participate in the classroom and must be accepted by the Executive Committee in order for the exemption to be granted. Exemption requests are not routinely granted. Please submit applications as soon as possible to ensure proper coverage of classroom, student, and teacher needs.

The committee shall consider the following when making its decision:

- Nature of the request
- Needs of the classroom of school
- Number of classrooms impacted
- Number of exemptions being requested in each impacted classroom
- Anticipated length of exemption
- Family's past participation in the program