

## Parent Participation Follow-Up Procedure For Parent Coordinators

### **IF THEY MISS A ROTATION**

Each parent is asked to participate in the classroom as directed by the teacher each week for each child. Please ask the teacher to keep you informed if the parent is not doing their rotation or finding a substitute.

Because a stable learning environment is in the best interest of the children and the teachers, consistency of parent participation should be expected. A parent's frequent use of substitutes is to be discouraged. If the need for a substitute occurs often (3 or more times), the parent should be directed to obtain a single long-term substitute to fulfill their commitment.

- a. Parents are expected to find a substitute if they are going to miss a rotation. They need to let the teacher know whom they should expect in the classroom. If the parent is unable to find a sub and cannot make the class, they need to call the teacher. After the first missed rotation without finding a substitute, the PC will call the parent to assess the situation and see if it will continue to be a problem. This call needs to be made prior to the parent's next rotation. Please document your conversations with the parent.
- b. After missing two rotations without finding a substitute, complete and send the "You Are Needed" notification prior to the parent's next rotation. Please document the date the notice was sent and send a note to the VP of Classrooms.
- c. After missing 3 rotations without a substitute, the parent coordinator will schedule and attend a meeting with the teacher and the parent to develop an agreed upon commitment for improvement. Please document the meeting and forward a copy to all participants and the VP of Classrooms.
- d. If another rotation is missed, notify the VP of Classrooms, in writing, that the non-participation continues. The VP of Classrooms will notify the Executive Committee. The PCEP President and Principal will write a letter that includes a time frame for improvement with a copy of the Parent Participation Agreement attached.
- e. If the problem continues, a face-to-face meeting with the Principal will be required. The results of this meeting will be communicated to the Executive Committee.
- f. Final decision will be a written agreement between the parent, Executive Committee and Principal.

### **IF THEY FAIL TO ATTEND MEETINGS**

The Parent Participation Agreement states that attendance at monthly parent meetings is required.

- a. After missing one meeting, the PC will send the "We Missed You" notification, giving the date and time of the next Board meeting they are expected to attend. Include the date of the next Parent meeting. Please document the date the notice was sent.
- b. After missing two meetings, the PC will again send the "We Missed You" notification, giving the date and time of the next Board meeting and Parent meeting, **and** follow-up with a phone call. Please document both the phone call and the date the notice was sent, as well as inform the VP of Classrooms.
- c. If the parent continues to miss meetings, the PC will notify the VP of Classrooms who will take it to the Executive Committee for review. The parent may be asked to meet face to face with PCEP President and Principal to discuss this aspect of the Participation Agreement. This meeting will be documented with a copy sent to the PC.

When a parent contacts the PC prior to the Parent Meeting notifying the PC that they are unable to attend, the PC will mark them excused and remind them of the date of the next Board meeting that they are expected to attend. The PC will also send the parent the "We Missed You" notice as a reminder.