

## **Parent Partner Policy**

Our parent partner program is essential to the success of our school. The Parent Partner Guidelines can be found on our website and should be viewed by families. Due to the size of our school, it is our goal to have at least one parent partner in the school each day.

### *What is my responsibility?*

Serve a minimum of 7 hours a day- 8:30 am to 3:30 pm. Serve a minimum of 5 hours at History Day, plus help your House prepare and set-up booths.

- New Families serve 5 days a year plus History Day
- Returning Families serve 4 days a year plus History Day

### *How am I scheduled?*

The Parent Partner Advisor will assign your family's Parent Partner days for the entire school year. You will be notified when the Parent Partner Calendar is available online and a link will be sent. It is YOUR responsibility to check the calendar and note the dates you were assigned.

### *What do Parent Partners do?*

Teachers have a daily schedule for parents, so their time is well spent. Some of your time will be spent in your child's classroom helping the teacher. Other times will be spent supervising recess and lunch, proctoring a math test, or making copies for the teachers. These are all just examples of the types of things you will be doing while serving your parent partner day. The biggest benefit to your family is the opportunity you will have to learn more about your child's teacher and friends.

### *I can't serve my day, what do I do?*

You should use the Student List, that is found in Jupiter ED and begin calling parents and ask them if they can switch a day with you. If after exhausting all families, you are still unable to find a replacement, you need to contact the Parent Partner Advisor. The Parent Partner Advisor will then hire a substitute to come in for you for the day. Unfortunately, your family will be billed \$65 so we can hire a replacement. This is why it is absolutely essential that parents plan ahead and give as much notice as possible. This allows the best chance of finding another parent to switch days with you. Parents are responsible for finding their own replacement if unable to come on a scheduled day. Parents cannot opt to just be fined in lieu of serving.

### *What happens if I can't serve because of illness or an emergency at the last minute?*

If a family must miss their scheduled parent partner day at the last minute due to illness or other extreme family situation and there is not time to switch days with another family, the family will be reassigned their parent partner day by the Advisor. Parents cannot opt to just be fined in lieu of serving. The Administration will determine if your situation qualifies.

### *What happens if I make no attempt to find a replacement or don't show up?*

Families that do not show up to serve or make no attempt to find a replacement for their Parent Partner Day or History Day will be given an Infraction, fined \$100.00 and required to make up the day. If the make-up day or any additional days are missed, the family will receive a 2nd infraction, placed on Probation, fined an additional \$125, and required to meet with the Principal regarding the situation. If after the 2nd infraction, the situation has not been reconciled, a 3rd

infraction will be given and may be referred to the Board for Discretionary Dismissal. Parents cannot opt to just be fined in lieu of serving.

*What should I wear and what about cell phones?*

We ask that you dress appropriately for the activities you may be required to do (i.e. bending, stooping, sitting, etc...). Parents are also asked while parent partnering to keep their cell phones on vibrate and return phone calls only during their breaks. It is imperative that parents observe this request, as parents can distract students and/or they become distracted while they are supposed to be watching students.

*What is expected of me on History Day Prep and History Day?*

It is expected that every family actively work on their assigned History Day booth and help set-up for and help on History Day. In addition to helping with their assigned booth, a minimum of 5 hours must be served between set-up the day before and the day of the event. Parents that do not help with their assigned booth will be addressed by the Principal, subject to a fine and it could jeopardize future enrollment. This is a huge event and cannot happen without the help of our entire community.

*I didn't serve all day, what happens?*

If you do not serve a full day, and the time is not made up, you will be fined \$10 for each hour not served. As an example: You serve 21 hours only. You would then be fined \$120 for the missed hours (12 missed hours).

*What are Parent Partner Subs and how much are they paid?*

Parent Partner subs are called when a parent is unable to find a replacement, does not show up or can't serve at the last minute. Parent Partner subs receive a \$65 credit for serving the entire day. Please notify the Parent Partner Advisor.

☛ Exceptions will be made only for extreme illness or a death in the family. Failure to complete hours and fulfill this commitment will jeopardize future enrollment. We urge any family with questions or any situation that may require special consideration to contact an Administrator.