FAMILY - SCHOOL - COMMUNITY

VISIONS

Parent Involvement Program

GUIDEBOOK

2019-2020
CLEAR LAKE ELEMENTARY SCHOOL

Please bring this Guidebook to the first parent meeting.
We will be referencing it as well as adding additional information for some of the categories..

<u>This Guidebook will include</u>

Overview
Mission Statement
History
Involvement
Hours, Meetings and Communication
Annual Giving Program
Fundraising
Guidelines
Positions
Committee's

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Parent Involvement Program

OVERVIEW…

VISIONS PARENT INVOLVEMENT PROGRAM is a hands-on learning program, focusing on creative thinking, problem solving, skill development and strong parent involvement.

Students in VISIONS are involved in the planning, goal setting and decision making in the classroom. They learn in an atmosphere or mutual respect, which promotes self-esteem.

Families at VISIONS have a major responsibility in the education of their child. The support of parents, both at school and home is a vital element of the program.

Teachers at VISIONS have the responsibility of planning and implementing the instructional program.

The heart of the VISIONS philosophy is that "learning is an on-going developmental process, unique to each child." VISIONS strives to offer a unique opportunity to enrich a child's elementary learning, by incorporating; family, school and community into their classroom.

VISIONS integrates traditional curriculum with innovative approaches to serve diverse ways of learning. VISIONS offers many out of school experiences (field trips) and makes use of parent/family volunteers to provide a more appealing student/adult ratio in the classroom, a sense of community and a broader range of experiences.

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MISSION STATEMENT

Valuing each child as a special individual and natural learner.

Instilling a desire for life-lone learning by helping children with the process of learning how to learn.

Supporting our children's learning by active participation for parents in a unique partnership between home and school.

Integrating curriculum with innovative approaches to serve diverse ways of learning.

Offering children power and responsibility for their learning.

Nurturing each child's development, helping each meet his or her full potential.

Strengthening bonds within the classroom, the school and in the community

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HISTORY OF VISIONS

How it all began…VISIONS was originally started in 1991 by a dedicated teacher and a few parents looking to provide a different learning approach to their children's education. Modeled after programs within the Washington Association for Learning Alternatives (W.A.L.A.) There are currently numerous other programs statewide, but VISIONS is the first of this kind in Skagit County Public Schools.

PARENT INVOLVEMENT

When choosing to be a part of VISIONS you are choosing to support the program. That support can take place in the classroom, on a committee, fundraising and/or driving on a field trip, but equally important as your involvement at school, is the quality of your involvement at home. Support your child in his or her academic, social, and personal development.

To enhance the positive learning of children, the quality of support is more important than the quantity of support. This quality is based on the willingness of parents to trust, work towards open and direct communication, and to respect the professionalism, knowledge, decisions, and needs of teachers. Through this involvement the parent, teacher, and most importantly, the child can grow and develop in a positive learning environment.

CONFIDENTIALITY

This is extremely important!

Students and families have a right to privacy regarding their behavior, personal issues, and academic performance. If you need to discuss a difficulty you had with a child, or a concern, please address teachers or principal only.

If you have occasion to enter grades or test scores into records, please remember this information is confidential and is not to go beyond the classroom.

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VOLUNTEER HOURS

Families of the VISIONS Parent Involvement Program are required to invest time to ensure continuous success of the program**.** Parent volunteering is an essential key to our program. Your time in and out of the classroom supports our teachers and students, making VISIONS a unique program that is able to enrich the children's educational experience. Families will be assigned a "task"; as well have numerous other opportunities help within our program to help fulfill this requirement. *Minimum Monthly Requirements are: 10 hours per family*. Of these hours, 5 of these hours must be classroom time/task hours. **It is the family's responsibility to contact the Board if circumstances prevent you from meeting your hours commitment.**

PARENT MEETINGS

Parent meetings are a main source of communication and are an important part of the VISIONS community because they help maintain a commitment to the program. Each family is required to be at 4 out of the 8 meetings. This is where we are able to discuss ideas and concerns for our program, as well as voting on important matters. Families are expected to attend Visions Meetings. If unable to attend, it is their responsibility to find out what took place at the meeting from a Board Member. Minutes will be posted on the VISIONS website and can be printed upon request.

COMMUNICATION

E-mail is our main source of communication for the VISIONS Program. Each family is expected to check their email regularly for updates and information for the VISIONS program. Please make sure you have a current email address on file with the co-chairs as well as classroom coordinators. Our facebook page is for event postings only. If you have a grievance, idea or other, then you can bring it to the monthly parent meeting or email/write a co-chair, *involvedinvisions@gmail.com*. Inappropriate posts will be deleted right away. We also have our visions website, clearlakevisions.com. If you do not have access to a computer, please let the VISIONS chair know what your preferred contact method is.

ANNUAL GIVING PROGRAM (AGP)

The ANNUAL GIVING PROGRAM is the financial support or our program. VISIONS has determined the program can better serve our children and their teachers by dedicating our volunteer time and talents to working directly in the classrooms, rather than spending excessive time on elaborate fundraising.

We ask each family to make a yearly contribution to AGP. 100% of the students in VISIONS benefit from the innovative programs and activities, in and outside of the classroom. It is with this support that we are able to meet the financial needs of VISIONS and enrich our children's educational experience. All families will pay annual tuition for the program.

VISIONS tuition is set at $350.00 per year for one enrolled child and $500.00 per year/family with 2 or more enrolled children.

If payment is made in full by Sept 17th, 2019 you will receive a 10% discount off your tuition, otherwise you will need to set up recurring monthly payments by September 17th, 2019. Please contact our AGP coordinator at *Give2visions@gmail.com* if you have questions or concerns.

SUPPLEMENTAL FUNDRAISING

To supplement funding for our program each year, VISIONS families participate in a fundraiser, run by the VISIONS parent group. This group is headed by committee chair (s) and all families are encouraged to attend the Supplemental Fundraising Committee Meetings to help decide the details on this event.

Each student/family is required to participate in the annual fundraiser. Please see the VISIONS chair for more details on this. All families are encouraged to volunteer in the implementing of our fundraisers to increase the success of the event.

VISIONS PROGRAM GUIDELINES

Identity

The VISIONS program, as part of Clear Lake Elementary School, is governed and abides by all policies of the school, the Sedro-Woolley School District and the State of Washington.

VISIONS Parent Group

The purpose of this organization is to provide support for the VISIONS teachers and an enriched learning environment for students enrolled in the program.

Membership

The Sedro-Woolley School District is an EEO/AA Employer. The Sedro-Woolley School District complies with all federal rules and regulations and does not discriminate on the basis of race, color, natural origin, sex or handicap.

Admission

Admission to the program shall be governed by the VISIONS program handbook guidelines. The best interest of the entire program will always be the highest priority. The following factors will be considered, in this order, when determining new student admission into the VISIONS program:

1. Available openings and the make-up of students in the classroom.
2. Whether the program is an appropriate fit for the child and caregivers.
3. The date the student's name was placed on the waiting list.
   (Siblings will receive priority consideration if your family has been meeting the requirements written in your contract)

For Returning Students; readmission into the program will factor in the family meeting the requirements written in your contract for the prior year.

Responsibilities of Families

Caregivers must abide by the expectations of the VISIONS Program, per the Family Commitment Contract and the rules of Sedro Woolley School District.

Program Withdrawal

Any family leaving the VISIONS Program must notify the principal, a co-chair and the teacher. An exit interview can be requested at that time.

Responsibilities of Students

Students must abide by the VISIONS behavior expectations, the behavior continuum, the Clear Lake Discipline Guidelines, the Zero Tolerance for Violence Policy and the policies of the Sedro-Woolley School District, per the student contract.

Decision Making

The VISIONS Board oversees the VISIONS Program with the input of families, the principal and the teachers.

Field Trips

Field trips are planned by teachers and field trip coordinators to support and enhance classroom curriculum. These learning opportunities are for the children enrolled in the program. Unless otherwise notified, assume that siblings and other guests may not attend field trips. Transportation may be provided by Sedro Woolley School District bus or by VISIONS parent/caregivers. A background check form must be completed prior to being a chaperone.

PARENT APPEAL PROCESS

Complaints concerning the staff and school programs may be referred to Sedro-Woolley School Board Policy. Attempts should be made to resolve the issue by informal discussions between those involved. As developed by VISIONS Council 2014-2015, with recommendations by the Sedro-Woolley School District. Revised 2016

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ACCOUNTABILITY PROCESS

The following process will be followed when any family falls below the minimum commitment as stated in the Family Expectations and Commitment Contract guidelines.

Accountability Committee:

This committee will consist of the following members:
VISIONS Executive Council, Family Hours Coordinator, AGP Coordinator and Principal.

Committee Responsibilities:

1. All individual family accountability reviews done by this committee are to be considered confidential.

2. As a group, they review parent Volunteer Hours to identify Families whose volunteer commitment falls below the minimum after the first 30 days of school and monthly thereafter. The committee may request a review of reported parent hours that appear to be questionable.

ACCOUNTABILITY PROCESS

Phase I Inquiry:

After 30 days of non-compliance, the caregiver will be notified by a Board Member that they are in "Phase I of the Accountability Process, and you have 30 days to come into compliance.

It will be the families responsibility to::

1. Take the initiative to inquire whether our file has up-to-date information on family's participation and have the opportunity to explain why your family is not able to contribute.

2. Take the initiative to make arrangements to get volunteer hours up to appropriate levels, and/or reaching out to a Co-Chair to find ways together to meet family commitment, emphasizing the positive benefits of volunteering and funding the program.

3. Send in records of volunteer hours and participation monthly to the Family Hours Coordinator.

Phase II Request for Compliance:
30 days after Phase I Inquiry.

In this phase, a second letter is sent by the Board if the family has not yet demonstrated an effort to remedy the situation. This letter will request the family make an appointment with the Principal regarding the issue of compliance.

The Principal and Family will:

1. Review the initiatives as outlined in Phase I.

2. Work together to formulate a 'compliance plan' with a timeline, including a description of how the family will increase total commitment hours.

3. Review the reasons for not being able to contribute volunteer hours, with the possibility of a temporary waiver of commitment.

Within 30 days from the mailing of the Phase II letter, the Principal will meet with the VISIONS Council to evaluate the situation and determine if the family will be invited to participate in the coming school year. Hours and AGP payments will be looked at upon readmission.

Phase III Exit Procedure and Final Review:

Families who have been counseled in Phases I and II, and are complying with the minimum requirement will continue to be monitored until the end of the school year (probation).

The VISIONS Council will evaluate the records of non-complying families and direct the Principal to send an exit notice letter. The letter will be sent by certified mail with return receipt requested.

<u>Accountability Letters will be accrued over your family's years in the VISIONS Program.</u>

VISIONS JOB DESCRIPTION SUMMARIES

Updated 2019

Elected Core Council Positions:

These jobs require attendance at monthly Council meetings.

Meetings are generally scheduled the second Monday of the month from 3:45 – 5:30 p.m.

*Chair:

The Chair will communicate directly with the teachers and school staff on issues pertaining to the Visions Parent Group and its activities. They facilitate meetings of both groups (Visions Council and Parent Group) to assure smooth functioning. They are in charge of the Agenda for each meeting and the go-to person for grievances and/or concerns. **Time Required**: This position requires a considerable amount of time and dedication. Typically it takes 10-20 hours per month or more.

*Co-Chair:

The Co-Chair works closely with the Field Trip Coordinators, Classroom Coordinators, Hours, AGP and Event planners to produce monthly reports from each for parent meetings and is the supporting person for the Chair.. **Time Required**: This position requires a considerable amount of time and dedication. Typically it takes anywhere from 10 – 20 hours per month or more. The Co-Chair will then become the Chair for the following year.

*Treasurer:

The Treasurer is responsible for the smooth management of the VISIONS funds. Prepares deposits, pays bills ad reimburses expenses, maintains accurate records of VISIONS spending. Prepares Treasurer's Reports monthly. With the assistance of a budgeting committee is responsible for the preparation of Annual Budget. **Time Required:** Approximately six hours per month.

*Secretary:

Responsible for recording and publishing the minutes of Council and Parent meetings. Responsible for coordinating the mailing and collecting of essential documents from families. **Time Required:** Minute taking and publishing – approximately four hours per month. First of the year paperwork – approximately ten hours in late August/early September.

Appointed Council Positions
These jobs require attendance at monthly Council meetings.

Positions marked with a (*) are considered "Council Positions" and all are expected to attend all Council Meetings, and have voting rights at council meetings. Meetings are generally scheduled the first Monday of the month from 3:45 – 5:30 p.m.

*AGP Coordinator:

Designs and implements the Annual Giving Campaign (AGP), which supplies the main funding for the VISIONS program. Must effectively communicate the goals of the program to VISIONS families and alumni. Must be able to maintain strict confidentiality. **Time Required:** At the beginning of the campaign, organization and mailings can take approximately twelve to twenty hours. Maintenance of AGP (deposits, thank you letters) takes 6+ hours per month.

*Family Hours Coordinator:

Responsible for tracking and reporting parent hours worked for all families. Works directly with Principal and teachers to work with families not in compliance with their *Family Commitment Contract*. Must be able to maintain strict confidentiality. **Time Required:** At the beginning of the school year, it takes approximately 10 hours to set-up files. Monthly, it requires one to two hours.

*Registrar:

The Registrar is the front line communicator of the program, making first contacts with interested families. He/She gives families their first view of VISIONS and must clearly and concisely communicate detailed information to them. The Registrar must be able to work with a wide variety of people including Sedro-Woolley School District personnel, VISIONS families, VISIONS Council members, and the community at large. Must be able to maintain strict confidentiality. **Time required:** This position takes a lot of time from January through June. September through December and during the summer time is minimal.

*Classroom Coordinators:

Serves as the "voice of the teacher and Council" to parents of children in the class, ensuring enough parent support is in the classroom to help it function smoothly, especially for special projects. **Time Required:** One to two hours per month, depending on requests from Council and your teacher.

Appointed Council "Tasks"/Committee Coordinators:

Appointed Council Tasks/Committees are not considered council positions.
These Positions are not expected to attend all meetings, only those necessary to maintain smooth functioning of the program and are expected to communicate monthly (at minimum) with executive council with updates, concerns and needs for their committee
All Appointed Council Tasks/Committee Coordinators positions do not have council voting rights,
and positions can be added or eliminated as council deems necessary.

Fundraising/Supplemental Event:

Coordinates fund raising activities. Assume primary responsibility for the supplemental fund raising event. **Time Required:** Will depend on what type of fundraiser is implemented for that year, but Planning and execution of event/s can take up to 40 hours total time. Provide monthly status reports to the co-chair in order to get hours waived.

Classroom Field Trip Coordinator:

Works closely with teacher to set-up details of field trips, as delegated by the teacher. Responsible for organizing volunteers and parent interaction. Responsible for maintaining their class's portion of the Field Trip Drivers notebook. Make name Information card for each student at the beginning of the school year, contains their current `picture and emergency contact information. Responsible for all permissions slips and any other forms required. **Time Required:** At the beginning of the school year, about five to ten hours. About one to ten hours per month, depending on field trips scheduled and amount of assistance requested by the teacher and/or parents.

Market Day Coordinators:

Solicits and organize volunteers to fill a variety of jobs for our semi-annual Market Days. Time Required: Some monthly prep prior to event, then about 10-15 hours month of event**.** Provide monthly status reports to the co-chair in order to get hours waived.

Explorations Coordinators:

Recruit and organize parent and community volunteers to fill a variety of jobs for Explorations. Organize Students, classrooms, work-shops and schedules. **Time Required:** Provide monthly status reports to the co-chair in order to get hours waived.

Garden Committee Coordinator:

Work alongside teachers to incorporate all aspects and use of our Community Garden. This would include, but not be limited to: involving students in planning, planting, upkeep and harvesting of the garden as well as organizing family volunteers for upkeep throughout the entire year. **Time Required:** Provide monthly status reports to the co-chair in order to get hours waived.

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REQUEST FOR LEAVE OF ABSENCE

(Temporary Waiver from Family Commitment Contract)

Date of Request: _____
Date Received by Family Hours Coordinator: _____
Date Reviewed by VISIONS Executive Council: _____

FAMILY NAME: _____

STUDENT NAME/Grade: _____ _____
STUDENT NAME/Grade: _____ _____
STUDENT NAME/Grade: _____ _____

Reason for Request: _____
_____
_____
_____

Time frame (Date when your family will be able to fulfill commitment hours) _____

Other ways your family may be able to participate in the VISIONS Program: _____
_____
_____

Decision of VISIONS Council: _____
_____
Comments by Faculty: _____
_____
Comments by Principal: _____
_____
Date Returned to participation in VISIONS Program (Actual date of return to fulfillment of commitment hours.)_____

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VISIONS 2018-2019

(subject to change by council as needed)

*Elected Council Positions:

Chair (Executive/Core): **Jada Trammell**
Co-Chair: (Executive/Core): **Misty Lively**
Treasurer: (Core): Christine Love-Johnson
Secretary: (Core): Diane Berghuis

*Appointed Council Positions:

Family Hours Coordinator:
AGP Coordinator: **Christine Johnson**
Registrar/Orientation Coordinator: **Marie Huggins**

*Classroom Coordinators:

Youngers-1st grade:
Youngers-2nd grade:
Middles-3rd grade:
Middles- 4th grade:
Olders-5th/6th grades:

Appointed "Tasks"/Committee Coordinators:

Supplemental Event (Fundraising) Coordinator **: Tiffany Boggs, Christine Johnson and Misty Lively**
Market Day Coordinator: **Christine Johnson**
Explorations Coordinator
Communication Coordinator
Garden Coordinator: **Brent Johnson**
Bullitin Board Coordinator
Grant Coordinator

Fieldtrip Coordinators:

Youngers-1st grade:
Youngers-2nd grade:
Middles-3rd grade:
Middles- 4th grade:
Olders-5th/6th grade

Positions marked with a (*) are considered "Council Positions" and all are expected to attend all Council Meetings, and have voting rights at council meetings. Appointed Tasks/Committees listed do not have council voting rights and are not expected to attend all meetings, only those necessary to maintain smooth functioning of the program. All Appointed tasks and Committee coordinators are expected to communicate monthly (at minimum) with executive council with updates, concerns and needs for their committee.