

Eastwood Elementary Cooperative Program

Kindergarten - 3rd Grade

This program involves parents, under the direction of the teacher, in the cooperative planning and teaching of their children. It makes use of parents' special skills and abilities to provide a wide range of learning experiences for the children.

The Granite School District educational requirements are followed for each grade level. The teachers are responsible for teaching the core subjects (language arts, reading & math). Parents reinforce the core subjects, provide enrichment activities and teach other areas of the curriculum under the direction of the teacher.

Revised: August 2007

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Roles & Responsibilities of Parents

Co-op Parent/Guardian Participation:

- monthly parent meeting
- 1 ½ hours per week for a kindergarten child
minimum 30 minutes for preparation per week

- 3 hours per week for children in grades 1st - 3rd (Volunteer time in the classroom may vary according to grade level needs.)
 - 1 hour per week in each child's classroom
 - 2 hours per week: e.g.
 - preparation time
 - PTA volunteering
 - field trips

Parent Meetings: Your attendance and involvement in parent meetings is vital to the success of the co-op program. The family member who is co-oping needs to attend the meeting. If you have more than one child, please make arrangements for one family member to attend each child's co-op classroom. **Leave all children at home during parent meetings.** Meetings are held in the co-op classrooms on the first Thursday of the month. Meetings will be devoted to business, planning, problem solving, discussion of issues relevant to the co-op, and inservice training. During the class meetings the teacher and parents may:

- brainstorm instructional activities for the coming weeks
- establish the following month's schedule
- discuss and approve field trips & critique prior field trips
- praise, voice constructive criticism and express concerns
- update the classroom calendar and discuss lessons and activities planned for the coming month

Monthly co-op parent meetings are mandatory!

Parents may miss **one** meeting during the school year. Parents will be sent a letter after the first missed meeting and be informed that they have used their one "free" absence. After the second missed meeting, parents will receive a letter stating that they are on a probationary status, and one more missed meeting will result in the child being removed from the program. **Co-op Board decisions may be appealed in May. Parents will be granted ONLY one appeal throughout their tenure in the co-op program.** Parents may not be more than 15 minutes late for a monthly meeting or they will be counted as a missed meeting. There will be two co-op meetings during the first month of the school year and one each month thereafter. Parents **will not** co-op during the first two weeks of the school year.

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Classroom Preparation: Be prepared and on time when it is your turn to co-op (see A-2). Preparation is essential to the success of the program. Each parent is responsible for preparing plans and instructional aids, in consultation with the classroom teacher, prior to an upcoming activity/lesson.

- Test your activity/lesson before bringing it into the classroom to insure you have all the necessary components and materials.
- Arrive early to set up the activity/lesson.
- Dress appropriately taking into consideration the school's dress policy.

- Clean up after your activity. Put the classroom back in order. Help the children be responsible for keeping their work areas clean.

If you cannot co-op at your scheduled time, notify the teacher as soon as possible. Missed co-op time may be made up by participating in field trips or through general volunteer hours.

General Guidelines: Upon entering the building, check in at the office and obtain a “**Visitor Badge**”. This badge needs to be worn at all times while you are in the school, and needs to be returned to the office upon your departure.

Children not enrolled in the co-op class may not accompany parents in the classroom or on field trips. You are at the school to help all of the children.

Spend co-op time with the students, not with other co-op parents or teacher. If you need a parent-teacher conference, schedule a time other than your co-op time to discuss concerns. Teachers need their recess breaks and planning time. Please respect this valued time.

Follow “Positive Discipline” guidelines (see A-1). Discuss behavior problems confidentially with the teacher without involving other parents and children. If a problem needs to be addressed for the benefit of all students, a conference will be scheduled by the teacher for those involved and appropriate action taken. **Reprove in private. Praise in public.**

Field trip participation may be counted as part of your co-op time, but does not take the place of the weekly classroom obligation unless it falls on your co-op day. Time spent arranging for field trips may also be applied. However, you are required to spend one hour per week in the classroom, and therefore may not use field trips exclusively for your co-op participation.

Roles & Responsibilities of Teachers

The Classroom Teacher:

- Teaches math, language arts and reading
- Controls curriculum and structures parent participation
- Establishes units of study, goals and objectives for each subject in accordance with Granite School District guidelines and the State Core Curriculum
- Evaluates mastery of the objectives

- Serves as a role model for interaction with the children and in handling difficult situations
- Works with students individually and in groups
- Sends notices to parents re: meetings, field trips, curriculum, etc.
- Conducts the monthly report of class budgets
- Holds conferences with individual students and parents
- Provides mentoring to parents new to the co-op program
- Informs parents about emergency drill procedures

Special Permit Agreement

Special permits are approved based on the following:

- Available classroom space
- Appropriate attendance, behavior and academics

Guidelines for the special permit are as follows:

Attendance: Children are expected to be in attendance every day unless they are ill. Absences for vacations, family recreation and performances are not excused. Please notify the school when your child is going to be absent. 10 tardies and/or 10 absences may result in appearance before the Co-op Board and may result in the removal from the program.

Transportation: Parents provide transportation for their student.

Tardies: Children are expected to be in their seat when the tardy bell rings. Teachers take roll immediately after the bell rings. Excessive tardies will be referred to the administration.

Behavior: Children are expected to comply with the school wide discipline policy. Due process will be followed before any action is taken.

Pick-up: It is expected that parents will pick up students promptly after school dismissal. Parents should become familiar with and follow the parking lot rules, both when dropping off and picking up students. (See B-1)

Attendance at Parent Meetings: All parents are required to attend. If you miss a meeting because of an emergency, it is your responsibility to get the information from the class secretary or the minutes. Do Not take up the teacher's time reviewing the meeting.

Co-op Obligation: Parents must show good faith in meeting their co-op obligations. Be prepared for your assigned classroom participation. Notify the classroom teacher if there is an emergency and you will not be able to co-op.

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Policies and Procedures

Attendance:

The school office will monitor student attendance and punctuality.

Student Attendance: 5 absences or tardies will result in a letter of notification

10 absences or tardies will result in probation

12 absences or tardies will result in the child being removed from the program. Parents may appeal the decision in May **IF** an appeal has not already been used in a prior year.

Student illness, family emergencies, etc. are excused absences. Please notify the office prior to 9:30 in the day your child is to be excused. Students who have exceptional medical conditions that impact student attendance should be identified to the school office on or before the first absence. Vacations are “**unexcused**” absences. Please plan your vacations during days when school is not in session.

Procedures for enrolling in the Eastwood Elementary Co-op Program: The Granite School District has authorized the co-op as a kindergarten through third grade program having one classroom in each grade.

Priority for enrolling in the Eastwood Co-op Program is as follows:

1. Continuance of students already enrolled in the co-op program
2. Eastwood resident students or students with siblings attending Eastwood
3. Eastwood’s Open Enrollment Window Permits or Special Needs Permits

Families wishing to enroll a child in the co-op program for the following year should report to the school office on the first Monday in January, even if the child is currently in the school but not in the Co-op program. A waiting list will be established at this time (beginning at 8:00 a.m.). The waiting list will be established on a first come - first served bases.

Students who enter the Eastwood Co-op can participate in the program from kindergarten through the third grade. If parents desire to remove their child from the co-op program, the child may remain at Eastwood if the school has space and is able to approve a special permit, otherwise, the child will need to return to his/her neighborhood school. Once a child has been removed from the co-op program, and the parents wish to re-enroll, the process will be the same as it is for new students to the program. Students completing the co-op program through the third grade have the opportunity to mainstream at Eastwood provided that space is available.

Co-op Fund: Parents contribute to a co-op fund each year. This fund covers enrichment activities which are approved by the parents at the class meetings. There is a one-time registration fee of \$10 per family that goes in th general co-op fund. A fee of \$35 per student is paid each year and goes into the class fund. Registration monies are non-refundable. A fee waiver is available for qualifying students and will come from the general fund.

Parents may be reimbursed for classroom expenditures. Please hold receipts until they total more than ten dollars, then give them to the classroom teacher. Check with the classroom teacher for reimbursement under \$10.00. Tax cannot be reimbursed. You can obtain a tax exempt form from the classroom teacher. Advance approval must be obtained at the parent co-op meeting for any expenditure over \$50.00.

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Co-op Board: The co-op board performs the administrative functions of the co-op program. Refinements in the program, arbitration of conflict, and approval of committee action are the primary purposes of the co-op board. The board is comprised of one parent leader from each co-co-op class (The parent leader will be selected during the first parent meeting of the school year.), the teacher from each of the co-op classes and the school principal. Each member has one vote to decide issues that cannot be brought to consensus. The board will meet once during the second parent co-op meeting of the school year and as needed after that. Co-op board meetings are open to all parents in the co-op program.

PTA: The PTA functions for the entire student body. Co-op children and parents are an integral part of the PTA. Donations to the PTA are separate from the co-op registration fee. Time spent for the PTA counts as general volunteer hours above the one hour (1 ½ hours for kindergarten) required in the classroom.

How to Handle Conflicts, Questions and Concerns: Confidentiality and professionalism must always be of utmost consideration. Avoid discussing classroom concerns with other parents or teachers. Always direct any concerns to your child's teacher. If further questions remain consult the principal.

Co-op Classroom Positions

Parents may be asked to volunteer for the following positions:

Parent Leader: One parent from each class will be selected to represent the parents. The parent leader will sit on the Co-op Board. Parent leaders may not serve consecutive years.

Responsibilities include:

- Act as liaison between parents and teacher
- Attend all board meetings
- Post a written summary of board meeting proceedings in the classroom

Secretary: Takes notes at all parent meetings and prepares a written summary of items discussed. Copies of this summary are to be sent home with the children within three days after the parent meeting.

Assistant Secretary: Works with the secretary as needed. Sends thank you notes and handles other correspondence as needed.

Volunteer Hours Coordinator: Keeps track of parent hours, submits them to the PTA coordinator and notifies parents and teacher if obligation is not being met.

Historian: Collects and maintains a class scrapbook containing articles, photos, class projects, etc. Arranges for documentation (photo, video, audio) of trips, programs and projects.

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Party Coordinator(s)/PTA Room Representative: Plans parties following the guidelines established by parents and teacher at monthly meetings.

Field Trip Coordinator(s): Makes arrangements regarding destination, dates, times and fees. Organizes transportation for trips.

Program Coordinator(s): Works with teacher and parents to prepare children's program(s).

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A-1

Positive Discipline & Management Techniques

Rules:

Always start your session by stating clearly the rules you expect the children to follow for the situation you are teaching. Directions must include:

- Position (seated or not seated)
- Noise level (talking or no talking)

- Equipment needed (material)

Don't talk unless and until students are listening. Don't raise your voice, lower it. Use verbal cues if the group is starting to lose attention, e.g. "I will wait until I have everyone's eyes on me."

Reinforcement:

Try to catch children being good and acknowledge this behavior with positive praise. This is especially important for children who tend to have more inappropriate behavior. When positive praise is at a high enough rate, most inappropriate behavior is eliminated. When at all possible – **Praise in Public, Reprove in Private.** Tie into any reward system used by the teacher, e.g. tickets, special privilege, etc.

Consequence:

If a child does not follow directions, tell the child what he/she is doing wrong and give a verbal reminder of the appropriate behavior. "John, you are looking out the window. I need you to be looking at me because what I have to say will help you with your project." Another method is to praise those around the student who are following directions. "I like the way Sue is seated and listening."

All discipline is done in a matter-of-fact way with no overtones of anger or frustration. The BEHAVIOR can not be tolerated, but the child is NOT a "bad kid".

Crowd Control:

Have students who have trouble with behavior sit close to you. Make physical contact with a student as he/she begins to have trouble. Put your hand on the student's shoulder, and move closer. Don't hesitate to move children within a group to decrease distractions.

Keep students busy. A good lesson plan with lots of activities and interactions will minimize problems.

Know what the students are doing. Don't get so engrossed in presenting a lesson that you don't recognize that they aren't receiving it.

A-2

Tips on Lesson Presentation:

Obtain the objectives for the subject from the teacher. State the objective in a way that is simple and that the child can demonstrate by some behavior that he/she has understood it when the lesson is through. Example: The subject is water pollution. The objective is to illustrate how water pollution can be cleaned up by drawing a picture. The observable behavior is the student's ability to draw a picture that shows a girl reminding her dad not to pour motor oil down the street drain.

Limit the number of objectives you plan to cover. The tendency is to try to cover too much.

If you are teaching something that requires memory, whole group responses (everyone answers together) is the fastest way because they respond many more times than if answering individually.

All lessons should have a high frequency of student responses. Students are less likely to misbehave when they are active participants.

No More Than Five Minutes of Straight Lecture:

If you are calling for individual responses, rotate who you call on and do not rely on hand raising. If a student answers a question incorrectly, do not go on to another student for the right answer. Correct the answer yourself. If it was partially right or incomplete you might say, "That is a good answer. Is there anything else someone could add to this?"

All activities should relate to the objective(s). Keep activities simple. Explain the overall project before starting. You may want to explain each step in the overview or wait until you actually begin the project.

B-1

Parking Lot Procedures

Walkers: Stay on the sidewalks at all times. If approaching the school from the north, walk around the parking lot. **DO NOT** cut across the parking lot.

Dropping

Off Students: Parents need to pull all the way forward to "Student Line Up Area" before stopping the car to let the children out. Students should exit the vehicle from the side of the car closest to the sidewalk and avoid walking in the parking lot.

Students proceed immediately to the playground area and wait for the morning bell. **Do Not** stop in front of the first set of doors (by the kindergarten rooms). Students should not be using these doors for entering or exiting the building.

**Picking Up
Students:**

Before entering the parking lot, be sure your family name card is displayed in the **Passenger window**, so that it is readable. Cars will enter in single file. Drivers are to remain in their vehicle. Students will be lined up in the “Student Line Up Area”. Your child’s name will be called out by parking lot duty personnel, and your child will be escorted to your car. Once you have your child, pull out into the left lane and exit the parking lot.

If you choose to pick up your child from the classroom, park in the “Visitor Parking Area” and come in. No one is to park in the center parking area. This will prevent the need for children to walk in the parking lot.