



PARENT PARTNER AGREEMENT

2011 – 2012

The Parent Partner Program is a vital part of the International Community School model. When members join ICS, they are joining a community of believers who desire to share in the load of responsibilities equally. Therefore, it is required that parents participate as parent partners as long as their children are enrolled in the ICS Academic Program.

1. Parents will sign up for the on-campus days they are available to work on a schedule that will be circulated at the beginning of the year during Parent Orientation Week, as well as at the Community Meetings.
 2. At the elementary/middle school level, each classroom is assigned a classroom coordinator. The Campus Supervisor serves as the coordinator at the high school level. Coordinators are responsible to solicit sign-ups for the parent partner schedule during Parent Orientation Week and at the Community Meetings, to see that everyone is fairly represented on the schedule, and to interact with parents for any specific needs. Coordinators will assign work days for any parents who did not sign up during Parent Orientation Week or the Community Meetings. Completed and updated schedules will be distributed through the family files or email. Schedules will be made out at the beginning of each semester, but they will also be maintained and updated by the coordinator at the Community Meetings.
 3. Parents are accountable to their classroom coordinators. If parents are unable to work on their assigned days, they are responsible for finding their own replacement and informing the classroom coordinator of those changes.
 4. Either parent of a family may choose to serve on their parent partner day. Other members of the family may serve as occasional substitutes if they are at least 21 years old, morally mature, living a Christian lifestyle and physically able to meet the requirements of the parent partner position.
 5. It is expected that each parent will make note of the dates they have selected or are assigned and take responsibility to be present in the classroom for the days they are scheduled.
 6. The only excused absence from the Parent Partner Program is in the case of extreme illness or death in the family. Parents who are scheduled and do not complete their partnership responsibilities are fined a \$50 fee, which may be used to pay a substitute for that day. Non-payment of this fine could result in dismissal from ICS. To accommodate the program for unexcused absences, we will use a list of pre-qualified parents who will be called to fill in as necessary.
 7. Due to the number of hours the staff and faculty currently serve on campus, they are required to serve as parent partner only one day per semester per child.
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8. Occasionally severe situations arise that may exempt a family from participating in the Parent Partner Program for a season; however, these circumstances must be put in writing and sent to the Principal/Chief Administrator, and then discussed with and approved by the Principal/Chief Administrator before the family is given an exemption.
9. The number of times each family serves on campus per semester is based upon the number of eligible parents in each classroom or level. However, families with more than three students are given consideration and asked to sign up for fewer days than other families in their students' classes.
10. Classroom Coordinators and paid parent partner substitutes are not exempt from serving in the classroom as part of the regular schedule.
11. If, for any reason, parents choose to remove their children from the ICS program, it is the parents' responsibility to fulfill their obligation for the currently published parent partner schedule. (For example, if the student was removed from the school on February 15 and the parent was scheduled to work on March 20, it is expected that the parent would work on March 20 or pay the \$50 fee for a substitute.)
12. Hours for parent partners are from **8:45 a.m. to 3:15 p.m. for the elementary/middle school campus and 8:15 a.m. to 3:30 p.m. for the high school campus.** Parent partners are to sign in upon arrival in the Parent Partner Notebook. High school parent partners should check in with the Campus Supervisor to receive their list of duties for the day. Elementary and middle school parent partners are expected to take their classes to lunch while the teacher has a lunch break. Parent partners will be given a separate lunch break time.
13. If a parent consistently avoids their parent partner days on campus because their schedule does not allow participation, a meeting will be called to discuss the appropriateness of the family's placement at ICS.
14. **Siblings are not allowed to accompany parents on parent partner days. Therefore, make other arrangements for the care of all children not enrolled in the academic program.**
15. To keep distractions to a minimum, parent partners should keep their cell phones on silent while in the classroom.