



Family Handbook

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Parent Participation is a CMP Priority

CMP recognizes that parents are the most important educators in their children's lives. Studies show that children whose parents are involved in their education perform better in school than children whose parents are not involved. This is why we encourage parents to be active with their children's school at all grade levels.

CMP encourages and welcomes parents to work with their school Campus Advisory Council/Board and standing committees. These committees have been formed to support the school, staff and students. Information on how to sign up for these committees is available in the campus newsletters and from the office staff.

CMP also encourages parents to be active with their children's learning at home. *Read to them regularly. Ask them about their day and listen. Enjoy dinners as a family.* Parent involvement can easily be woven into even today's busy schedules. Parents and guardians are encouraged to schedule visits to their child/ren's school.

All enrolled CMP families are expected to contribute 40 hours of non-paid service to the school (70 hours for two or more enrolled children) for the purpose of participating in the ongoing development of the school and its academic goals.

Parents are responsible for keeping track of their hours of service and reporting to the school office.

A variety of service opportunities exist and include: Working in the classroom with our Montessori staff, providing office help, chaperoning field trips, and serving on campus committees to enhance the learning community. Work can be done at the campus or at home. Parent education nights, fundraising, school events, and parent workdays provide enough additional opportunities to assure a comfortable level of participation. CMP is grateful for the contribution volunteers make on behalf of the school and in the lives of all of our students.

It is our goal to work with each family to best meet the needs of the families and school. Projects done from home or at the campus during non-school hours can be arranged. One half of the commitment may be bought out at \$20.00 per hour (based on the average hourly earnings from the U.S. Bureau of Labor Statistics). Parents requiring a waiver for a full hourly commitment must present their case to the campus principal in writing at the time it is determined the participation commitment cannot be met.

Parents can offer Special Units of Study: an Important Part of our Montessori Curriculum.

If parents, relatives, or family friends have special talents or training, please let us know so that we may schedule some time for you to participate in the appropriate curriculum unit. Students often enjoy the opportunity to share their special adults with their classmates.

Student Safety: Livescan Fingerprinting and TB tests

Student safety is a priority at CMP. In an effort to provide the highest level of safety for our students, all CMP staff and contractors and volunteers who interact with students are required to successfully complete an electronic fingerprinting process known as a "livescan" report through the Department of Justice. Under California Health and Safety Code 121545, volunteers who are

in contact with students are required to have a tuberculosis clearance. These two requirements must be on file with the school office prior to commencing work at any CMP campus.

The livescan report by the Department of Justice (DOJ) looks for the same things all our employees are checked for – convictions for drug crimes, sexual crimes, violent felonies and DUI crimes. Livescan reports can be initiated at your local police station or directly at the Department of Justice and usually take 3 to 5 days to generate a report to the school.

Tuberculosis is an airborne disease, which means it can be passed from one person to another simply by sharing the same air. TB tests can be obtained through your medical doctor or through the county department of health. For those with a positive TB test, a chest x-ray is required prior to clearance.

Because the Department of Justice has not yet developed a process for cross reporting, all parents must obtain a livescan clearance specifically for CMP regardless of whether the parent has previously received clearance through an employer or another organization.

A clear livescan report and TB test result must be on file with the school office PRIOR TO the first time a parent volunteers in any role where he/she is in direct contact with students. This includes participation in school-sponsored field trips.

Working from home or serving on parent committees does not require these clearance checks.

Parent Participation on Field Trips:

Parent/guardian participation plays a key role in the success of field trips, and parents are asked to drive students and assist with chaperoning. All adults attending field trips must fulfill screenings to ensure the safety of the children. **Please note that any adult without these clearances may not attend the field trip, including other adult family members.** Adult chaperones must have on file in the campus office:

- Cleared Live Scan finger print report from the Department of Justice for the California Montessori Project (to be completed only once)
- Cleared TB test result (required every four years)

In addition, for an adult to receive parent participation hours by driving other students, the following is also required:

- DMV 10 Year Driver's Official History Report: Form H6 (due at the beginning of each school year)
- Proof of Insurance: \$100,000/\$300,000 liability per person/occurrence (due at the beginning of each school year)
- Copy of valid Driver's License (due only once)
- Copy of Vehicle Registration (due at the beginning of each school year, and upon renewal)