

Parent Participation Program

“For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them.”

- Romans 12:4-6

Philosophy of Program

Parents are recognized as the primary educators of their children. Catholic education exists to assist them in their task of educating their children in the faith. The Parent Participation Program is an opportunity for building community, creating a positive school environment, and enriching the learning experiences of children. We encourage parents to take an active role in our school and parish, and we appreciate their support.

General Guidelines

Every family with children in grades K-8 is encouraged to become actively involved at St. Paul the Apostle School. A family who participates in the program completes work in lieu of a Non-Participation Activity Fee (\$400.00). Families who participate in the Parents' Participation Program commit to a minimum of 20 points of service per school year and are encouraged to continue their support and participation after the minimum standards have been met.

The 20 points required per family can be earned in various ways. Under most circumstances, one hour of participation equals one point. There are a few functions that require year round commitment. For example, a few of those jobs include Athletic Board, Home and School Board, School Board, and Committee heads/Chairpersons. These jobs are assigned a specific value for the school year.

Families will have the opportunity to sign up for specific committees or other school activities in March. The sign up form is required to be returned **April 5, 2012** and will contain your final choices. If you do not return your form by **April 5, 2012**, you will be required to pay the non-participation fee. The non-participation fee will be due by August 1, 2012 and you will **not** have an option to turn in a signup sheet after that date. Parents will be notified of their assignments in May or at the beginning of the school year in September. However, due to committee needs, each parent may not receive the assignment that they prefer. You must complete all events listed once they are assigned, even if you volunteer for other events throughout the year. **However, if you have a schedule conflict or a change in family status etc. you may make changes to your choices by contacting the school office during the school year.**

Points begin to accumulate from May 1 of one school year – April 30 of the next school year. Points earned after May 1 will count toward next school year's participation program (i.e. 8th Grade Award Banquet, Fun in the Sun, Vacation Bible School, Parish Picnic, etc.) Also, any other volunteer work/activities which are not listed on the sign-up sheet must be pre-approved by the Principal or the School Board.

Points are not transferrable between families and may not be carried over from year to year. However, any ADULT (over the age of 18) can earn points. Anyone volunteering to work an activity that includes children must complete the PROTECTING GOD'S CHILDREN workshop. This includes athletic activities. A copy of the Protecting God's Children certificate along with other pertinent paperwork must be on file with the school office to be eligible.

It is each parent's responsibility to find a substitute if he/she is unable to work. A list of available substitutes will be made available to all families. The school office will NOT be available to help with finding substitute workers. Failure to show up to work will result in a charge to the family. The family will be charged \$50 for each hour of missed work. The penalty will apply to all scheduled assignments, even if the family has met their 20 hour minimum requirement. Chair people who do not fulfill their obligation will be billed \$500. The penalty for not paying the fee is equivalent to not paying tuition. See the parent handbook for details.

Parents who work in the school office (during the school day) must sign-in in order to receive credit for their time. Parents who work at after school activities will have a sheet that needs to be signed by the activity chair. These sheets will be turned into the School Board Parent Participation Committee.

Points not completed by May 1 will be billed at the rate of \$50 per hour. Letters will be sent out in May and are to be paid prior to receiving report cards. If the fee is not paid by August 1, 2012 then your child(ren) will not be allowed to attend school until your financial obligation is fulfilled.

Point Review Process and Billing

The School Board administers the Parent Participation Program which is needed to support Home & School, Athletics, and the Parish. The responsibilities include defining a participation activity, determining the point value of an activity, billing, and other determinations as needed. The school principal retains responsibility for levying penalties for non-compliance with the parent point system. Non-compliance with this policy could result in student withdrawal from school and non-acceptance for the following school year if fees are not up to date. The school office manages the collection of the fees.

At times questions may arise which are not clearly stated in the Parent Point Guidelines. For such circumstances, parents are encouraged to address their questions or concerns to the principal for clarification and/or submission to the School Board for review.

Extension of Time to Earn Points

An extension of time to earn points may be granted by the School Principal in unusual circumstances. A written request should be submitted to the School Principal or School Board for review prior to the deadline for submittal of points in May. An example of unusual circumstances would be prolonged illness, care of a family member for medical reasons, etc.