

# Parent Participation Program Points Guideline Handbook

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**Saint Edward School**

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**Diocese of Oakland Safe Environment Requirements**

**All volunteers who come in contact with the students through a variety of activities must be finger-printed and fulfill the Safe Environment Training.**

## 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

Participation is a vital aspect of the spirit and community of Saint Edward School. Children are formed in this spiritual attitude through participation in the life and service learning activities of the school.

Parents model the value of Christian service through their participation in school programs and activities. The involvement of parents is needed in order to support the goals of the school.

Parents serve as the primary educators of children. Active members of the Parent Participation Program enrich the learning experiences of the children, help create a positive school environment, and grow in their relationships with one another. Parent involvement allows the school to provide a quality Catholic education for the children.

### General Guidelines

Every family is expected to become actively involved at St. Edward School. During the course of the school year, parents are expected to complete a minimum of 30 hours (points) of participation, (or 25 hours (points) for Single Parents) and are encouraged to continue their support and participation after the minimum standards have been met. Such involvement stems from both our school philosophy and the need to share in a just manner in the work and effort required to maintain our school.

Families will have the opportunity at various times during the year to sign up for participation on committees or other school functions. The first time will be at the "New Parent Dinner". Other times will be on the first day of school at the "Back to School Coffee" held around 8:30 am in the Hall; the first Parent Teacher Group (PTG) Meeting in September; and after the Christmas break for Gala sign-ups.

The 30 hours (points) required per family or 25 hours (points) for Single Parents can be earned in various ways. For the most part, one hour of participation to the school equals one point; or a donation of \$20.00 value equals one point. There are a few functions that require a year-round commitment. For example, a few of those jobs include School and PTG Board Members, Committee Heads/Chairpersons and Room Parents. These types of jobs are assigned a specific point value for the school year.

Hours/Points begin to accumulate after the end of the prior school year. Hours/Points earned during the summer vacation must be **pre-approved** by the Principal and will count toward the next school year's participation hour requirement. Parents and family members are required to complete and submit to the school "Parent Point Record" certificates signed

by the appropriate Committee Head (or specific activity director) within 30 days of the date of the participation activity.

The following guidelines have been developed in order to facilitate participation by parents:

- All families are to complete 30 hours (points) or 25 hours (points) for Single Parents of participation during the school year and have your "Parent Point Record" certificates turned in to the school office no later than 30 days from the date of service. Please do not expect a chairperson to sign a point slip for participation 6 months after the service was performed. It is the responsibility of each PARENT to fill out this form, not the teacher, room parent or event chairperson.
- Points are not transferable between families, however, family members such as grandparents, aunt/uncles and direct family members (over the age of 14 years old) pre-approved by the Principal can earn family points in ways such as working shifts at the Gala, working at PTG functions, assist with yard supervision, etc. (see list at the end of this document). Points may not be carried over from year to year.
- A fixed number of points are assigned for some activities, for other activities points equal hours served. A list of fixed point values and suggested participation activities are at the end of this document. The smallest unit granted is ½ point for a partial hour of participation.
- Points are given for donation of some items. To gain points through donations, receipts must be turned in. One point is given per \$20 of donated value. Points are not given for the purchase of advertising at the Gala or in the Yearbook.
- At the beginning of the school year, each family receives a sheet of paper with "Parent Point Slips" as part of the School Handbook. You may make copies of this page and use it throughout the school year or the office also has point slips available. The point slips are to be signed by the Chairperson of the event and turned in to the school immediately after the event to receive proper credit. Point slips cannot be accepted for credit after 30 days from the date of service, with the exception of pre-approved summer participation. Pre-approved summer participation hours must be turned in within the first 30 days of school.
- Points not accomplished by the due date in April will be billed at the rate of \$20 per point. Bills will be sent out in May and are payable prior to registration. If the bill is not paid by registration then you will not be able to register your child for the next school year until this obligation is met.
- The PTG Board administers the Point System. The responsibilities include defining the value of a participation activity; determining the fixed values of the participation activity; billing at the end of the school year and other determinations as needed. The accounting of the participation points are done by the office and notices go out in January to remind the parents of how many points they completed up to that point and how many are required by the due date in April. The school principal retains responsibility for levying penalties for non-compliance with the point system. Non-compliance with this policy could result in student withdrawal from school, and the student will not be admitted for the following school year. Should attaining the point total present a hardship, please contact the principal of the school prior to the billing period.
- If a commitment is made for work and the work is not completed, a penalty may be assessed which is equal to the points which would have been earned in the commitment. Providing a substitute school family eliminates the penalty, and the points are earned by that substitute family.

## **Mandatory Parent Participation**

There are certain functions which require mandatory participation by all parents.

For these functions points are awarded:

- PTG General Parent meeting once a month (see school calendar for dates), 1 point (point slip is not required, but signing in is required)

## **Functions for which points are NOT awarded**

- PTG Meeting Snacks/Drinks
- Birthday snacks and treats
- Annual School Fundraisers
- Mandatory Donations for the Gala
- Donation of used items without a receipt (toys, games, etc.)
- Donation of used paper, or new paper without a receipt
- Services performed by family members under the age of 14 years of age without prior permission from the Principal
- Blood Drive
- Giving Tree Donations
- Field Day (in May)
- 2<sup>nd</sup> Grade Retreat (points for driving only)
- 6<sup>th</sup> Grade Science Camp fundraiser participation
- Christian Outreach Program with your children.

## **Extension of Time to Earn Points**

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

## **Point Review Process and Billing**

The PTG Board administers the Point System and the responsibilities include defining the value of the participation activity and assigning a point value, billing and other decisions and

determinations as needed. The school office manages the collecting, tallying and accounting to parents once a year (in January).

Points/participation hour issues are reviewed once a month at the PTG Board meeting (or as needed). The information is then sent out to the parents via the Parent Newsletter, Room Parents and/or presented at the next PTG General Parent meeting.

At times questions arise which are not clearly covered in the handbook. For such items, parents are encouraged to address their questions to the school principal for clarification and/or submission to the PTG Board for review.

### **Billing**

At the beginning of the school year, each family receives a "Parent Point Record Sheet" containing three participation point coupons that can be copied as many times as needed. Following the directions in the front of this booklet, these participation coupons or "point slips" as many call them are to be signed by the appropriate chairperson of the event, and turned into the school office for credit within 30 days of the event.

Points accounting is sent out in January letting each family know how many points/participation hours have been completed and how many are required before points are due in mid April. Points billing is sent out in May for all points/participation hours not completed before the mid April deadline. Points not achieved are billed at the rate of one point/one participation hour equals \$20.00. Point slips cannot be accepted for credit for the existing school year after the mid April deadline. Summer work must be pre-approved by the school principal for credit for the next school year. Once the points are billed, there is a limited time to adjust the bill through presentation of past participation coupons for that accounting period. After the deadline the bill will stand as sent unless specific arrangements have been made with the school. The deadline date will be issued with your bill. All bills are to be paid prior to registration for the next school year.

The school principal and pastor retain responsibility for levying penalties for non-compliance with the point system. Non-compliance with this policy could result in student withdrawal from school, and non-acceptance for the following school year. Should attaining the point total present a hardship, please contact the school principal prior to the billing period. Every family is required to earn 30 points (25 points for Single parent families) each school year, and there are many different types of activities which provide families with many options for earning their required points as well as sharing in the maintenance of the school.

## Ideas for Parent Participation Hours

Families will have the opportunity of signing up for committees and participating in school functions during various times of the school year. Some of those times include the New Parent Dinner, Back to School Coffee, the first PTG Meeting in September, after Christmas Break and throughout the school year for events posted in the bulletin. The 30 hours of participation required per family (or 25 participation hours per single parent family) can be earned in various ways. In most cases one hour of service to the school equals one point.

There are, however, a few positions that require a year-round commitment, and positions that require heading a committee. For the responsibilities listed below which is a lengthy commitment, 30 points will be awarded:

- School Board Member \*\*
- PTG Board Member \*\*
- Gala Chairperson \*\*
- Gala Committee Member \*\*
- Some PTG Sponsored Fundraiser Chairperson
- Safety Committee Member \*\*

\*\* Note: Points may be deducted for absences

Room Parent(s): The position of Room Parent earns a total of 30 points for the school year. If more than one person assumes the position for the school year per class, the points will be split (example: 2 people in the position, each person earns 15 points each).

Children's Choir: No points are awarded for participation at Mass. However, volunteering to assist the Choir Director, one point per practice session prior to Mass will be awarded.

### Catholic Youth Organization (CYO)

Coaches and Assistant Coaches: (1 – Head Coach and 1 – Assistant Coach max.) Certified coaches for CYO Teams in the boys or girls programs through St. Edward School will receive one point per hour of participation up to a maximum of 30 points for the season in which the sport occurs. Assistant Coaches can earn one point per hour of participation up to a maximum of 20 points for the season.

Scorekeepers: Scorekeepers with certification cards can earn one point per game up to a maximum of 10 participation points per CYO sport.

Team Parent: Team Parents may earn a maximum of 5 participation points per CYO sport, unless they are required to be present at all practices due to the "Safe Environment of Children Policy" (e.g. The Head Coach is male coaching a female sport, a female parent must be present at all practices or the Head Coach is female coaching a male sport, a male parent must be present at all practices.) In this case, the parent attending the practices would receive one participation point per hour of service.

CYO Board Members: The CYO Board Chairperson, Boys Director and Girls Director positions each receive one point per participation hour up to a maximum of 30 points for the school year.

CYO Treasurer and Secretary: Each of these positions receive one point per participation hour up to a maximum of 15 participation points.

### Committee/Fundraisers and other school functions:

Some Committee/Fundraiser Chairpersons earn a total of 30 points for their participation; Co-chairs earn 15 points. For the balance of all participation activities at St. Edward School, one hour of participation equals one point; or a donation of \$20 value is equal to one point. The smallest being ½ point for ½ hour of time donated or \$10 valued donation.

### **Additional Examples of Participation Point Opportunities**

The following listed items are suggested ways to earn the required participation hours at the rate of one point per hour of participation, or one point per \$20 value of donated items:

- **Newark Days Parade** – preparation and/or participation in
- **Halloween** (setup/cleanup, shift worker, food coordinator/food seller, security parent)
- **Christmas Boutique** (Chairperson, assist chairperson, help with craft projects, donate goods/baked items, set-up and clean-up, cashiers, Santa and Helpers, Raffle) Note: A maximum of 10 points can be earned for the Christmas Boutique.
- **Catholic Schools Week** – Grandparents Day, Student Appreciation Day, etc.
- **Development** – See Development Director early in the year
- **Helping with School Fundraisers** (Distribution of Gift Wrap, Cookie Dough, etc.)
- **Class Field Trips** (working chaperones and drivers-must have valid driver's license, proof of insurance; both chaperones and drivers must have completed Safe Environment training)
- **PTG Meetings** (one point for going-must sign-up on board, selling 50/50 raffle and tuition tickets, setup and cleanup)
- **Assisting the teacher in the classroom** (check with teacher for schedule of hours needed)
- **Envelope Stuffing** (1 to 4 times a year bulk mailing)
- **Work Parties** (one Saturday a month for 3 hours – weeding at school, playground/school clean-up, gardening, special projects)
- **Setup for WASC** (only applicable during a certification year)
- **Uniform Exchange Chairperson** (maximum of 10 points)
- **Assisting Hospitality Committee** (Seasonal)
- **Snacks for Kids Club**
- **Snacks for Class Retreat**
- **Food Donations** (with receipts – donations of food for specific functions. No points for child's birthday)
- **Putting together Wednesday Envelopes**
- **GALA Committee**
- **Assisting GALA Committee Members** (setup, cleanup, stuffing envelopes, selling tickets after Mass)
- **Donation for GALA Class Basket and / or Creative Item**

- **Attending the GALA** (maximum of 3 points)
- **Choir parent**
- **CYO** – Coaches, Team Parents, Scorekeepers (see maximum point distribution above)
- **Book Fair Chairperson**
- **Book Fair** (helping with setup, working a shift, cleanup)
- **Yard Duty – AM/PM**
- **Serving School Lunch Program**
- **Library** (workers may be needed to read to children and/or assist in checking in/out books – see Librarian)
- **Office Help** (check with office for schedule of hours needed)
- **P.E. Motor Skills Program** (assisting small groups of Kinder and 1<sup>st</sup> graders with motor skills)
- **Additional opportunities for points are listed in weekly Wednesday Parent bulletin.**

**Parent Point Slips/Coupons**

ST. EDWARD SCHOOL

Name \_\_\_\_\_

Student \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Service \_\_\_\_\_

Hours \_\_\_\_\_

Chair Sign \_\_\_\_\_

(Keep for your records)

ST. EDWARD SCHOOL

Name \_\_\_\_\_

Student \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Service \_\_\_\_\_

Hours \_\_\_\_\_

Chair Sign \_\_\_\_\_

(Keep for your records)

ST. EDWARD SCHOOL

Name \_\_\_\_\_

Student \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Service \_\_\_\_\_

Hours \_\_\_\_\_

Chair Sign \_\_\_\_\_

(Keep for your records)

ST. EDWARD PARENT POINT RECORD

Date \_\_\_\_\_ Points/Hours \_\_\_\_\_

Name \_\_\_\_\_

Oldest Child \_\_\_\_\_ Grade \_\_\_\_\_

Service \_\_\_\_\_

This family has worked an activity and should be credited with service for the above hours.

Authorized Chairperson \_\_\_\_\_

(Please turn into office)

ST. EDWARD PARENT POINT RECORD

Date \_\_\_\_\_ Points/Hours \_\_\_\_\_

Name \_\_\_\_\_

Oldest Child \_\_\_\_\_ Grade \_\_\_\_\_

Service \_\_\_\_\_

This family has worked an activity and should be credited with service for the above hours.

Authorized Chairperson \_\_\_\_\_

(Please turn into office)

ST. EDWARD PARENT POINT RECORD

Date \_\_\_\_\_ Points/Hours \_\_\_\_\_

Name \_\_\_\_\_

Oldest Child \_\_\_\_\_ Grade \_\_\_\_\_

Service \_\_\_\_\_

This family has worked an activity and should be credited with service for the above hours.

Authorized Chairperson \_\_\_\_\_

(Please turn into office)