

St. William School

Parent Involvement Program

Parent Involvement General Information

****Below is a list of the most frequently asked questions and their answers. Please refer to you Family PIP Letter received at the start of the year for ALL requirements – PDF of letter located at bottom of this page.*

Why does St. William have a Parent Involvement Program?

- The St. William School Committee, through discussions related to school improvement and marketing, is seeking ways to increase parent involvement at our school. The committee investigated local parishes that were currently operating similar programs and created a template of the program for school year 2007 - 2008 which combined the local parish ideas and the specific needs of St. William School.
- An evaluation and review of the program was conducted at the end of the school year in May, 2008. Adjustments were made to the program based on parent, committee and administrative feedback. Regular yearly evaluations of the program will be conducted in order to remain current with school needs.
- This program applies to ALL registered families of the school.

Who supervises and tracks the credits for the program?

- The Family PIP Letter distributed to all families before the start of the year is available below as a PDF file. Last page needs to be signed and returned to school office no later than September 30th.
- The program is tracked by the school office/Denise.
- Statements of credits served will be distributed to families once in December and then in June. If payment is due in June for volunteer credits shortfall, all checks need to be made out to: *St. William School* with all monies generated to be placed in a general school/marketing fund.
- Forms are located at the bottom of this page that should be completed and returned to Denise/school office within one week of completion for tracking.

What volunteer opportunities are included or not included?

- Selection of volunteer credits must be from an approved list and any new volunteer events to be added must be approved through School Committee or School office. A list of approved opportunities, their descriptions, credits assessed and contact people is included further down as a link on this page.

- The Dads' Club activities are not included in this program at their request.

How do I record or get credit for my service credits earned?

- Events can be reported through the *Service Credit Tracking Sheet*, found on this web page under forms. One tracking sheet should be completed for each event the volunteer is involved listed on the form.
- Chairpersons will keep track of helpers for the events they organize and submit an *Event Service List* to the office/Denise within one week of event. Graduation and Fun Day lists need to be turned in before event, by May 15th of each year. Volunteers will work on the honor system for these events.

How many credits does my family need to earn each school year?

- Each family will be required to fulfill a minimum of 20 credits of service (10 served each semester) during any school year. In the fall, each family will begin with a balance of 20 credits owed and as the credits are earned, they are subtracted from the balance to 0.
- Of the 20 service credits, 10 must be given to the lunch program, 5 each semester, either as a hot lunch person on Wednesdays, hot dog lunch person on Crusader days (1st Friday of each month) or a recess supervisor.

What can we do if we are unable to fulfill our service or lunch credit requirements?

- Don't wait until the end of the semester and you know you are going to be short, to do something about it.
- Contact the school office/ Linda Jackson to discuss other family options confidentially by September 30th.
- Each service credit will be equated to \$10. Families will be required to pay the difference between the credits served and the credits remaining at the end of each of the semesters.

Are there any Diocese/St. William requirements needed before working with children?

- "Protecting God's Children" certification is required for volunteer credits that include working with the children.

Can others earn credits for my family?

- You cannot pay other school families to work your volunteer credits.
- Family members (provided they've completed PGC - if required) may help you earn volunteer credits.

How were the credits assessed for the program?

- Credits were assessed to the different approved activities based on their level of involvement of the school year as well as time to plan and execute events.
- Chairperson or Co-Chairpersons receive credits listed as a maximum for the year for that event. Helpers receive credit listed for helping at the event. The school Committee has established a number of co-chairs for each event so as to distribute volunteers evenly to the many events. Chairpersons will keep track of helpers for the events they organize and submit an *Event Service List* to the office/Denise within one week of event.
- You cannot earn credit as a chair and helper for the same event.

Letter from the School to Parents	Parent Involvement Opportunities with Descriptions and Service Credits	Forms to record Parent Involvement or Service Credits
2009-2010 Family Letter	Parent Involvement Opportunities Grid	Service Credits Tracking Sheet St. William Event Planner 09 Event Service List