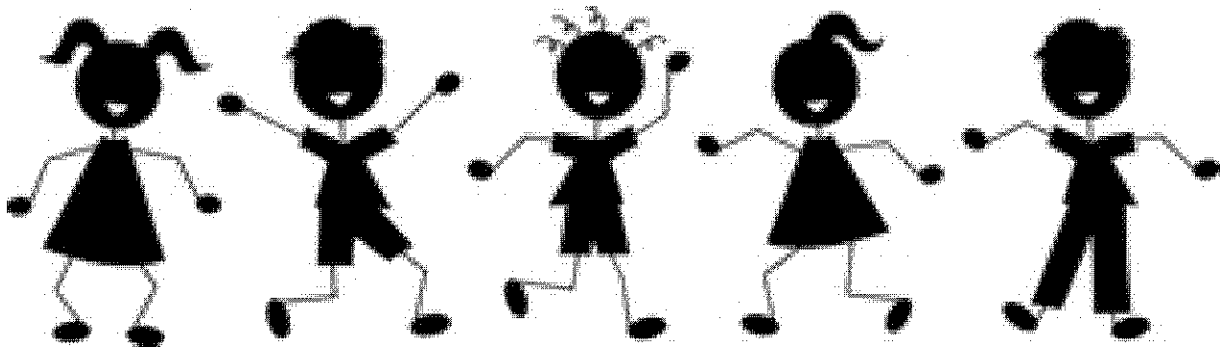


Parent Participation Program Points Guideline Handbook

Revised September, 2020



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Table of Contents

Philosophy of the Program	2
General Guidelines (includes explanation of Point Slips & Point Lists)	2
Functions for which points are NOT awarded	4
Point Review Process and Billing	5
Suggestions for FULL 25 points - Parent Participation Hours	5
CYO Positions	6
Examples of (Individual) Participation Point Opportunities	6

Diocese of Oakland Safe Environment Requirements

All volunteers who come in contact with the students on campus or away from school grounds, and anyone wanting to earn Parent Points through a variety of activities, must fulfill both Diocese of Oakland Safe Environment requirements which are

- (1) VIRTUS training: by completing an online course or attend a live training session;
- (2) Be cleared through the LiveScan fingerprint process through the Diocese of Oakland and submit the \$34 clearance fee to school office.
- (3) Complete and sign the Diocese of Oakland Volunteer Form

"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 the 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. In connection with the Vision statement of St. Edward School, whereby we, “empower students to meet academic challenges and deepen their faith and commitment to service.” parents model the value of Christian service through their participation in school programs and activities. The involvement of parents is necessary in order to support the goals and needs 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 enhances the quality Catholic educational experience of the children.

General Guidelines

In an effort to keep all children safe and in accordance with State of California and Diocese of Oakland requirements, all who volunteer at St. Edward School must be 18 years of age or older. Volunteers may include parents/guardians, grandparents, or other relatives. In order to participate and receive "Parent Point" credit for any school activity, the following three requirements must be fulfilled **PRIOR** to the activity:

1. Safe Environment for Children Project VIRTUS training- All volunteers must complete online or attend one training course, every 3 years. Please go to https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=22671 to sign up to do either an online course or to attend a live session. Once completed, please email Kathy (kmccall@csdo.org) in the school office. You must complete a course before earning any parent points, including the Newark Days Parade.
2. Live Scan Fingerprinting – All volunteers must have their fingerprints cleared through the LiveScan fingerprint process **FOR the DIOCESE OF OAKLAND**. If you have been cleared *by the Diocese of Oakland*, you do not need to re-do this. If you are unsure, please email the school secretary, at kmccall@csdo.org and she can confirm this information for you. Being cleared by your employer or elsewhere **IS NOT** acceptable due to DOJ rules. You will find the form for the Diocese of Oakland and LiveScan vendors information on our website. Cost is \$34, payable to St. Edward School.
3. Complete and sign the Diocese of Oakland Volunteer Form. You may pick one up in the school office. This is only done once and remains in effect as long as you are at St. Edward School.

Every family is expected to become actively involved at St. Edward School, and St. Edward parents earn points for being actively involved. Such involvement and service 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.

In a normal school year, all 2-adult families are expected to complete a minimum of 25 hours/points of family participation (20 hours/points for single-adult families) and are encouraged to continue their support and participation after the minimum standards have been met. This year due to COVID-19 restrictions, we will waive the 1st trimester parent point requirement. In 2020-2021, 2-adult families will be expected to complete a minimum of 17 hours/points of family participation (13 hours for single-adult families).

Hours/Points begin to accumulate as of August 1, just before the start of the school year through the last school day of April. Specifically for the 2020-2021 school year, Parent Points can be earned from 08-01-20 through 04-30-21. Hours/Points earned from August 1 through the 1st day of school, must be pre- approved by the Principal (not required for work party) and will count toward the upcoming school year's participation hour requirement. Hours/Points earned after the last day of April, except for Field Trips and Field Day in May, must be pre-approved by the Principal and parents must sign up before the last day in April.

Those volunteering for SCRIP and Yard Duty after the end of April will have those points credited to the upcoming school year in August.

There are 3 ways to verify Parent Points earned:

- Point **SLIPS** -to be filled out by the parent & signed off by appropriate chairperson
- Point **LISTS** -to be filled out by the teacher or appropriate chairperson and submitted to the school office, used for field trips and other group events
- **PTG meeting**- Sign-In Sheets posted at the meeting, one point per family if you sign in

POINTSLIP

Point slips are available in the school office, and on the website. Please complete these as soon as services are finished. It is a 2-column form, listing the parent service on the right and duplicate information on the left. Fill out both sides. Please keep the LEFT document for your records. The RIGHT document must be turned in to the school office in order to receive your due credit. Upon entry into the school office, there will be an accordion file-box on the table to your right. Please file your Parent Point slip by last name. **Be sure to include your family number on the slip.** There will be a reference list in the office for you to locate your family number if you do not remember it. You may also email point slips to kmccall@csdo.org. Volunteers are required to complete and submit to the school these Parent Point record slips signed by the appropriate chairperson of the event within 30 days of the date of the service/participation activity. It is the responsibility of each **PARENT** to fill out this form, and obtain the appropriate signature, or e-signature, in a timely manner at the conclusion of each activity.

POINT LIST

Some services / participation activities do not require the Parent Point record slips to be completed. In place of point slips, point lists are created to simplify documentation. This list also serves as a "check and balance." For example:

1. **Field trips** - A Parent Volunteer List is generated by the teacher. The teacher will list the parents in attendance to grant the same number of points completed by the drivers & chaperones. The "Expectations for Field trip Drivers/Chaperones" contract must be signed. If driving, volunteers must have a valid driver's license & current proof of insurance on file in the school office.
2. **Scrip, Lunch Duty & Yard Duty** - A designated Parent Volunteer List is compiled in a specific Volunteer sign in binder. The school office holds these binders for parents to "Sign-In & Out" for their assigned work shifts.
3. **CYO coaches & assistant coaches** - need CYO certifications and need to fulfill Diocesan requirements. A Parent Volunteer List is generated by the CYO Athletic Director **AFTER** the sport has finished and will be submitted to the office for final review.
4. **Saturday Work Party** - a Parent sign in sheet is on the front office counter. Parents sign in and sign out on this sheet, which is then verified by the Principal or PTG Board member before it is turned in.
5. Other lists may be submitted if more practical than individual slips. Check with the chairperson to confirm first.

To eliminate duplicate counts, please **DO NOT** complete a separate Parent Point slip for 1-4 above or any service using Point Lists.

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

- Parent Points are not transferable between families, however, family members such as grandparents and direct family members over the age of 18 can earn family points as long as they are in compliance with ALL Safe Environment components.
- The minimum number of points granted is 1 point for 1 hour of service and then 1/2 point thereafter for ½ hour of service. (For example, if 1.75 hours participation/worked, it is rounded down to 1.5 points of service.)
- Points may not be carried over from year to year, except for Scrip volunteers and Yard Duty.
- Some Parent Points are given for donation of certain items. To earn points through donations, an *original* receipt must be stapled with the completed and signed Parent Point slip. One point is given per \$20.00 of donated value. The minimum donation amount must be at least \$20.
- Parent Points not accomplished by the due date will be billed at the rate of \$20 per point. Money owed will be sent to your FACTS account if not paid by the due date on the final statement
- If a commitment is made for work and the work is not completed, no points are given.
- Due to conflict of interest, a husband-wife team cannot sign off for each other's point slips regardless if the spouse is a Chairperson or Room Parent. A teacher or office staff must counter-sign.

Functions for which points are NOT awarded

As previously stated, parent involvement is needed to enrich the children's learning experience and needed to support the goals of the school. This does not mean that every time you visit the school, you will receive Parent Points for "helping out." Not all parent participation will be granted points for your attendance. Service for which a parent gains an economic advantage is not awarded points. One such example is fundraising for Science Camp which is a direct benefit to the parent by reducing the Science camp fee as opposed to a benefit for the school.

Examples of Events/Activities which do not earn points:

- Birthday snacks & treats (for your child's class) or attending the party
- Boy Scout/Girl Scout Meeting Leaders and helpers
- Donation of used items without a receipt (toys, games, etc.)
- Services performed by family members, including alumni, under the age of 18
- Children's Choir for participation at Mass (points given outside of Mass for assisting the Choir Director only)
- 2nd Grade Retreat attendance
- 6th Grade Science camp fundraiser participation or any class-focused fundraising
- Christian Outreach Program with your children
- Donations to outside charitable agencies collected through the school.
- Attending a School Fundraiser (unless you are the Chairperson or on the Committee)
- Mandatory Donations (as stated if requested. For example, Halloween decorations, candy, treats, etc.)
- End of Year field trips/class celebrations

Extension of Time to Earn Points

An extension of time to earn points may be granted by the principal in unusual circumstances. A written request should be submitted to the principal for review and approval prior to the deadline for submittal of points.

Point Review Process and Billing

Ms. Kathy McCall, the school secretary, will review the slips to ensure the volunteer is in compliance with all Safe Environment requirements. Any point slips in question, or not approved, will be returned to the family with a notice as to why the slip cannot be recorded.

No one other than the school office staff keeps Safe Environment compliance records. It is Diocesan mandated, and due to privacy laws involving fingerprints, certain regulations need to be followed. The school office does the checking and will do this for each field trip, party, school-sponsored event, etc. Please know we value the safety of our school children as well as all the volunteers in attendance.

Approved Point Slips are given to a parent volunteer who enters the information to an online spreadsheet. This is done within 4 weeks of receipt of your Parent Point Slip. All families may check the status of their point balance and credits received by going to:

<https://sites.google.com/site/stedwardnewarkparentpoints/> and enter your Family Number.

A final Points billing is sent out the first week of May for all participation hours not completed. Points not achieved are billed at the rate of 1 point/ 1 participation hour equals \$20.00. Payment must be made to the school office by May 15th. Unpaid balances due will then be put through for payment withdraw from FACTS on the 20th of May. Point slips cannot be accepted for credit for service occurring after the deadline, except for pre-approved Field Trips and Field Day participation help **IF** you sign up prior to the event **AND** complete the service as verified by the teacher or organizer of the event.

Suggestions for FULL 17 points in 2020-2021- Parent Participation Hours

Families will have the opportunity to sign up for committees and participate in school functions during various times of the school year. The 17 hours of participation required per 2-adult family (13 hours for single adult families) can be earned in various ways.

There are, however, a few positions that require a year-round commitment, and other positions that require heading a committee. For the responsibilities listed below which is a lengthy commitment, the FULL 17 points will be awarded:

- School Board Member**
- PTG Board Member**
- PTG Sponsored Fundraiser Chairperson (For example, Gift Wrap Fundraiser Chair)
- School Appointed Committee Member**
- Gala Chairperson
- Room Parent(s) max.2 per grade
- CYO Athletic Director
- CYO Head Coach & CYO Assistant Coach

** Note: Points will be deducted for absences.

Submission: The principal signs-off the Parent Point slips for the above positions mid- April, to reflect in the May statement (with the exception of CYO Coaches as noted below.) It is the parent's responsibility to complete the points slip and submit it to the principal for signature.

CYO Positions

Catholic Youth Organization (CYO) is a Parish wide activity and not exclusively a School activity. Therefore, the only ones who can earn Parent Points are the following CYO positions:

Head Coaches and Assistant Coaches: (1Head Coach and up to 2 Assistant Coaches per team)

Certified Head Coaches and Assistant Coaches attend the Diocese Coaches Certification Workshops AND are submitted on a team's roster to the Diocese. These volunteers in the boys or girls St Edward CYO program will receive 1 point per hour of participation up to a maximum of 25 points for the season in which the sport occurs.

Team Parent: Safe Environment cleared parents may earn a maximum of 10 points per CYO sport, unless they are required to be present at all practices due to the Safe Environment Policy. For example, 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 1 point per hour of service.

Scorekeeper: Scorekeepers with certification cards from CYO can earn 1 point per game up to a maximum of 10 participation points per CYO sport.

Gym Monitor: Parents must have completed all Safe Environment requirements (training and LiveScan). 1 point is given per game up to a maximum of 10 participation points per CYO sport

In order to earn your CYO points for "helping or supervising", it would be for these above positions only. **Submission:**

All Coaches are signed off on the Parent Point lists submitted by the CYO Athletic Director.

The Head Coach signs off the Parent Point slips for Team Parent, Scorekeeper & Gym Monitors AFTER the sport has finished.

Additional Examples of (Individual) Participation Point Opportunities

The following listed items are *suggested* ways to earn the required participation hours at the rate of 1 point per 1 hour of participation, or 1 point per \$20.00 value of donated items (with original receipt) :

- Saturday Work Parties (weeding at school/playground, school maintenance clean-up, gardening and other special projects, including classroom help when needed)
- Food Donations (with original receipt) for specific functions will be given. For example, donations for Catholic Schools Week or when the school hosts Friends and Fellowship. No points given for your child's birthday donations.
- Newark Days Parade - preparation and/or participation in; Newark Days Parade Donations for the school float. **MAXIMUM 3 points per FAMILY for participation in the Parade**, which is in addition to points earned working on the float preparation.
- Assisting the teacher outside the classroom (help with class activities -take home work)
- Eye Testing/ Hearing Testing/ Picture Days: DATES and TIMES posted in Spartan Weekly
- Christmas Program Refreshment volunteer
- Scrip Volunteers –selling Scrip before and after school
- Before and After School Traffic Supervisor
- Any School Appointed Committee
- P.E. Motors Skills Program Helper (assist small groups of TK, Kinder and 1st Graders)
- Choir Helper if needed for practices
- Catholic Schools Week volunteers
- Development- see Development Directors early in the school year
- Set up for WASC (only applicable during a certification year. Next one will in 2025.)

- Assisting Hospitality Committee (seasonal)
- Kids Club snacks (see Spartan Weekly for details.)
- Yard Duty -at Lunch
- Assist with School Lunch Program – help distribute lunches to students who ordered lunch. You will also earn credit towards your child’s purchase of lunches through Choicelunch
- Assisting Fundraising Chairperson (for example, set-up/clean-up for Parent Gala, Grandparents and Parents Appreciation days or distribution of Gift Wrap & Cookie Dough, etc.)
- Class Field trips – drivers and chaperones
- Field Day
- Teaching Faith Formation (limited to 10 points per family per school year)
- Additional opportunities for points are listed in the Spartan Weekly published on Wednesdays

We never forget that your faith has meant solid achievement, your love has meant hard work and the hope that you have in our Lord means endurance in the life you live.

"Remembering without ceasing your work of faith, and labour of love, and patience of hope in our Lord Jesus Christ, in the sight of God and our Father."

- Thessalonians 1:3

Thank you for your service to our school.

ST. EDWARD SCHOOL

Family Number _____
 Name _____
 Student _____
 Grade _____
 Service _____
 Date _____
 Hours _____
 Chair Sign _____
 (PARENTS: Keep for your records)

ST. EDWARD PARENT PARTICIPATION RECORD

Service Date _____ Points/Hours _____
 Service done by (Name) _____ Family No. _____
 Oldest Child _____ Grade _____
 Service _____
This family has worked an activity and should be credited with service for the above hours.
 Authorized Signature _____
 Please Print Name _____

(PARENTS: Please put into the **Parent Point file** located in the office *no later than 30 days from Service Date*)