



## St. Cecilia School Parent Partnership Program

The vitality and effectiveness of St. Cecilia Roman Catholic School depends upon the commitment of parents. In order to promote family involvement and to ensure the success of the school and its programs, parents are required to be involved in the life of the school and parish.

As part of the school support program, all families are required to perform 20 hours of service. There are a variety of ways this obligation can be fulfilled. If a family is unable to fulfill its obligation with service, a \$5.00 fee will be assessed for each hour they did not work. This program is considered part of tuition, and report cards or school transcripts will be withheld if the obligation is not met.

Any activity that assists our school to enhance the education of the students or parish community is acceptable and considered Parent Partnership. (A maximum of 10 hrs. for non-school, parish activities can be submitted.) If you are a non-parishioner, all 20 parent partnership hours are still required. Hours are based on the time spent in the activity only.

Parents are urged to volunteer their time in obtaining their required school support hours. However, relatives may assist by volunteering for school activities – this should be noted on the service hour form. Hours may not be donated from one family to another.

Some examples of Parent Partnership hours include:

- Working in the cafeteria
- Shelving books in the media center
- Working an SCPTO fundraising event
- Working at the parish festival
- Coaching or working for the sports committee
- Assisting in the classroom
- Working the Book Fair
- Computer class assistant
- Media Center Assistants (volunteers are needed to assist the media specialist in daily activities such as shelving books, checking out books, storytelling, etc.)
- Room Mothers (or assisting room mothers)
- Box Tops/Campbell's Labels for Education (counting, cutting and preparing for mailing)

Each family is required to keep a record of their service hours. Paper logs will be given to each family in the beginning of the school year. The form will also be available on the school website and at the reception desk. Parents may also log their hours under "Volunteer Hours" in MyStudentsProgress. The record should include the date, number of hours, type of service and be signed off by the person coordinating the activity. As soon as the twenty hours have been accumulated, the log may be submitted to the school office. Service logs are due by April 30<sup>th</sup>. Failure to participate will result in a fee of \$5.00 per service hour, not to exceed \$100.00 (billed in May).



**St. Cecilia School  
Parent Partnership Time Log**

Name \_\_\_\_\_

Date	Activity	# of Hours	Signature/Name of Supervisor

I have worked a total of \_\_\_\_\_ hours for the parish and \_\_\_\_\_ hours for the school.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reminders:**

- Each family must complete 20 volunteer hours (10 maximum from the church).
- This form may be turned in anytime the hours are completed.
- If a family opts out of this program, they must pay a \$100 fee in place of the volunteer hours.
- Families who are not able to complete the 20 volunteer hours will be charged a \$5.00 fee for each hour that was not worked. This fee will be billed in May 2014.

