

## Section 13 PARENT INVOLVEMENT

### PARENT INVOLVEMENT

#### **VOLUNTEERISM:**

As indicated in our school philosophy, parent participation and cooperation is of great importance if school goals are to be accomplished.

Parent volunteer services take many forms, e.g., classroom, nurse, library, cafeteria, clerical aides, PTO, and classroom mothers. These volunteer services are truly invaluable. Information on how the parent/guardian can volunteer is sent home at the beginning of the school year.

To ensure every child's safety, the Diocese of Harrisburg has mandated that every volunteer complete the Diocese of Harrisburg, Youth Protection Program Online Training Course. Additionally, the Diocese of Harrisburg and Pennsylvania State Law requires prospective volunteers complete the Pennsylvania State Police Clearance, Child Abuse Clearance applications, and sign a Disclosure Statement. Forms and online instructions are on the school website: [www.holynameofjesus.com](http://www.holynameofjesus.com) Clearances must be obtained and turned in before anyone may volunteer for any activity within our school. Volunteers who have obtained clearances receive a badge from the Diocese of Harrisburg. This badge must be shown and worn by all volunteers when they are on school property or volunteering on field trips. Clearances must be renewed every 36 months.

For the safety and security of our students, all volunteers must *check-in* at the school office first to show their badge or receive a Visitor's Pass. The volunteer must return to the school office by 2:30pm to sign out on the Visitor's Log before leaving the school property.

If students are going home with their parent volunteers, they must wait until car riders are announced.

#### **VISITORS TO THE SCHOOL:**

Parents are always welcome at school! However, to guard the quality of education, interruptions should be minimal. Therefore, we will not interrupt teachers while classes are in session, either to answer the phone or to confer with a parent/guardian. If you wish a conference with your child's teacher, you may send the teacher a written note via the student or an email requesting a conference.

For the safety and security of our students all visitors to the school during school hours (8:10am-3:30pm) must use the connector door entrance. No one is permitted to use the primary building entrance from 8:10am to 3:30pm. No one is permitted to go directly to any classroom on the school campus including the gymnasium or art room without approval from the office to verify clearances or receive a Visitor Pass.

#### **PARENT-TEACHER CONFERENCES:**

Each year Parent-Teacher Conferences are scheduled for November. Conferences may also be scheduled at the request of the parent or school.

The Parent-Teacher Conference is recognized as a highly effective means of improving the education of our children. As partners in the conference, parents and teachers share valuable information and plan together for the continuous growth of each child in relation to the student's individual work.

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### **PARENT-PRINCIPAL CONFERENCES:**

Parent-Principal Conferences will be held as needed, determined by the principal and/or teacher.

The principal will be happy to meet and/or talk with any parent regarding any concern after the parent has discussed the situation, if appropriate, with the homeroom teacher.

### **RIGHT TO AMEND:**

The school administration of Holy Name of Jesus School in consultation with the pastor reserves the right to amend this handbook at any time. Parents will be notified of the changes in writing.

### **CONTACTING THE SCHOOL:**

Please feel free to contact the school office by telephone (657-1704) with any questions you may have.

If you call a teacher during regular school hours your call may be forwarded to the teacher's voice mailbox. The teacher should return your call within 48-hours. If the teacher does not contact you within this timeframe, please contact the school office. Please try to refrain from contacting school personnel at home after school hours.

Our teachers also use school email to correspond with parents/guardians.