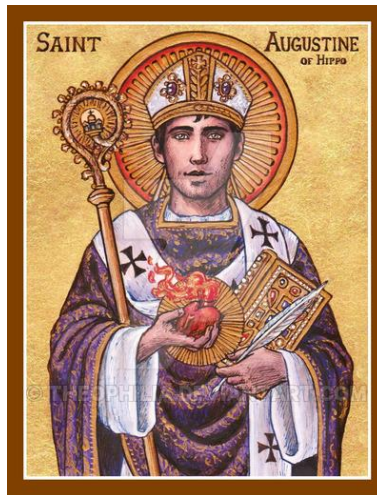


FAIR SHARE HANDBOOK



2018-19

St.  Augustine Catholic School

328 N McKinley Rensselaer, IN 47978

schooler@s-augustine.org

Tel 219-866-5480

Fax: 219-866-5663

There is a special covenant that families enter upon enrolling at St. Augustine Catholic School. As Catholics, our families have often heard stories about the covenant between God and God's people throughout Scripture. A covenant also describes the relationship of the members of our school community to one another, and therefore we ask each of our school families to enter into a covenant relationship with our school through family service hours known as "Fair Share."

The faculty, staff and students of St. Augustine Catholic School welcome active and visible parent and family involvement in the life of the school. Parent involvement enriches the learning environment for our children, as well as the lives of those donating their time. This involvement not only supports our faculty and the school, but also assists St. Augustine Catholic School in maintaining and expanding many of the academic and extracurricular opportunities offered to our children.

The staff of St. Augustine Catholic School ("SAS"), together with the assistance of our Parent Faculty Association ("PFA"), is committed to welcoming volunteers and assisting them in successfully completing their Fair Share hours. Volunteers are expected to adhere to school rules and procedures, and work cooperatively with all staff and other volunteers.

Our PFA is made up of families, faculty and staff, and is designed to assist the school by fundraising, organizing volunteers, hosting and planning various events, and providing assistance to teachers and our school community. PFA dues for the 2018-19 school year are \$25.

Fair Share Requirements

As part of our St. Augustine School Community:

- Each family registered at the school is required to provide a minimum of **10 service hours** to the school each academic year.
- **A Fair Share Agreement must be signed and submitted to the school office as part of each family's registration.**
- Any adult family member, whether immediate or extended, may earn service hours for a St. Augustine School family.

All 10 family service hours must be completed by the end of the school year. If a family has not completed the total 10-hour requirement by the end of the school year, the family is required to "buy out" the remainder of their hours at the rate of \$10.00 per incomplete hour. For any family whose service hours (or "buy out") have not been fulfilled by the end of the school year, student report cards and/or records may be held until the balance of the money/hours have been settled with the St. Augustine School office.

Please note:

1. If a family's situation makes completing service hours a hardship, an appointment should be made early in the school year to discuss options with the Principal W. Bruce Schooler.
2. In order to volunteer during school hours and/or during activities directly involving students, you must complete Safe and Sacred Training.

REPORTING FAIR SHARE HOURS

Any (1) adult family member, (2) extended family member, or (3) friend of the family may earn service hours for a St. Augustine School family (reference Safe and Sacred Training in our Family Handbook).

- A family receives 1 service hour for every hour of time that an adult family member, extended family member, or friend of the family donates to an approved school activity.
- Service hours may be documented **ONLY in half hour or full hour increments.**

The SAS ***Fair Share Report Form*** is used to report completed service hours.

- This form should be submitted to the SAS office by each family at least once each quarter until the 10 service hours are completed.
- A copy of the *Report Form* is included in this handbook, and extra copies are always available in the SAS office. The form is also available on the school website <https://s-augustine.org/>

General Information

Sign-In Procedure: For safety and security reasons, ALL school visitors and volunteers are required to sign in at the SAS office when entering the building for any reason.. Visitors and volunteers must also sign out in the office when leaving, and exit through the front door of the building.

Confidentiality: A volunteer operates in a position of trust. Personal information pertaining to students, teachers, staff, other parents, and volunteers must be kept confidential. Children’s actions, responses, progress or problems at school are NOT for sharing in the community. Conversations between parents, teachers and students in the school are confidential, and should not be discussed outside of school. Any concerns can always be discussed with Principal W. Bruce Schooler.

Social Media: Please remember that volunteers are **NOT to post** pictures or videos of SAS students to any social media sites without the specific knowledge of SAS.

No Smoking: Smoking is NOT permitted at any time while serving as a volunteer. This applies to both inside and outside of our school facility, field trips, etc.

Dress Code: Although volunteers do not have a specific dress code requirement, it is expected that volunteers reflect the conservative image of SAS and wear modest clothing while working in the school, going on field trips, or during school activities.

Safety Drills: While volunteering during school hours, volunteers are required to participate during any and all safety drills.

Medication: Volunteers/chaperones should not administer any medication to a student at any time. This includes, but is not limited to, over-the-counter medications.

Field Trips: Chaperones may not bring siblings, family or friends on a field trip. Chaperones are asked to be **actively involved** in supervision of students during the course of a field trip.

Absences: We ask family members to PLEASE give notice, whenever possible, if they are unable to keep scheduled service hour time, either by notifying the school office, teacher, or committee chair involved with the particular activity.

*Please note that St. Augustine School, together with the PFA, reserves the right to amend this Fair Share Handbook at any time. Notice of any amendments will be sent to all SAS families.

SAS Volunteer Opportunities for Fair Share Hours

Below is an ever evolving list of some of the main opportunities for completing family service hours at St. Augustine School (“SAS”); however, there are often many additional activities that may qualify as Fair Share hours. Please feel free to contact the SAS office or the Parent Faculty Association (“PFA”) to determine if other activities fulfill Fair Share requirements, or to ask for assistance in finding service hour opportunities. No idea is a bad idea!

Parent Faculty Association Fair Share Opportunities include but are not limited to the following:

- PFA Officer
- PFA Committee Chair or member (various activities)
- Family Events Committee
- Spring Social Committee
- Refreshments Committee
- SCRIP Chairperson/Committee
- Book Fair
- Pie Sales Chairperson/Committee
- Direct help at any PFA Event (Back to School Bash, Fall Frolic, etc.)
- And more!

St. Augustine School Fair Share Opportunities include but are not limited to the following:

- Teacher Help/Classroom Volunteer
- Room Parent
- Lunch Duty
- Recess Duty
- Popcorn Helper/Friday Afternoons
- Box Tops & Campbell’s Labels collections
- Library Assistance
- Computer Lab Assistance
- CHIRP
- Running Club Assistance
- Field Trip Chaperone
- Shopping & Baking time for food items sent in for classroom or school wide celebrations
- Athletic Coach
- Concessions
- Sports Events/Tournament Assistance
- And more!

For those family volunteers who are unable to come in to school to complete their service hours (due to work schedules, small children at home, or other circumstances), there are also **opportunities** that arise during each year **for completing Fair Share hours at home.** (Some examples have been: stuffing envelopes, cutting out laminated items, stapling booklets, washing donated uniforms, etc.) Contact the school office, or PFA for more information. **Please ask** if you need assistance finding home-based service hour opportunities

FAIR SHARE POLICY AGREEMENT 2018-19

St. Augustine Catholic School believes in the involvement of parents and families in their child's education and school community, and the benefits this involvement brings to all of those involved. In order to ensure that all families share in the commitment to be involved at St. Augustine Catholic School, each family is required to provide a minimum of 10 Fair Share hours to the school community each academic year.

The St. Augustine Catholic School Fair Share Handbook provides the requirement details and guidelines for all volunteers to follow. Any parent, legal guardian, grandparent or family member 18 years of age or older may help to fulfill a family's Fair Share hours, as long as they have met the requirements as set forth in the 2018-19 Family Handbook prior to completing their service hours.

- Each family is responsible for recording their service hours by completing a ***Fair Share Report Form*** and submitting it to the office at least once each quarter.

- In the event a family has not fulfilled their 10-hour requirement by the end of the school year, the family is required to "buy out" the remainder of their hours at the rate of \$10.00 per incomplete hour. For any family whose service hours have not been fulfilled by the end of the school year, student report cards and/or records may be held until the balance of the money/hours have been settled with the St. Augustine Catholic School office.

- In support of our school activities that benefit of all of our students, the Parent Faculty Association currently requires each family to pay an annual Classroom Activity Fee of \$25.00.

EACH FAMILY MUST HAVE THIS SIGNED FAIR SHARE POLICY AGREEMENT ON FILE IN THE OFFICE IN ORDER TO COMPLETE THEIR REGISTRATION.

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I have read and will adhere to the 2018-19 Fair Share Handbook and this Agreement: Parent/Guardian

Name _____ Date _____
Print

Parent/Guardian Signature _____
Sign

Name of Student(s) & Grade(s) _____

ST. AUGUSTINE CATHOLIC SCHOOL FAMILY FAIR SHARE HOURS

SAS Family (Last Name): _____

Child(ren) Name(s): _____

Homeroom(s): _____

Volunteer Name: _____

Phone: _____ Email: _____

For each service activity that you are documenting below, please complete all four sections. A signature by a teacher, staff member or activity coordinator is required in order to receive credit for family service hours. A signature is not required if you signed in at the activity or event. Fair Share Hours submitted are subject to verification.

We ask that hours may be reported in full hour, or half hour increments only please!

| Date of Service | Type of Service | Teacher/Activity Coordinator | Hours ** |
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Buy-Out: Number of hours not completed _____ Amount Paid (@ \$10.00 per hour) _____

Send a completed original form to the office at least once each quarter, until your hours are completed. Retain a copy for your records.