



OVERVIEW OF THE PARENT INVOLVEMENT PROGRAM (PIP)

OBJECTIVES:

- To involve parents/guardians of all students enrolled at St. Augustine School, Grades K-8
- To support and enhance the school's educational, cultural, and extracurricular activities
- To provide programs and activities that are not covered by tuition or state subsidy
- To promote and maintain a strong partnership between our parish and school families

PROGRAM REQUIREMENTS:

- Each family is asked to volunteer a minimum of **twenty** (20) hours of service to the school from the list of eligible activities in addition to a mandatory four (4) nights of Bingo *. For those families who choose, you may opt out of working Bingo at a cost of \$75.00 per night. Hours may be earned by adult members of the family, (e.g. parent, grandparent, aunt, uncle, older siblings at least 18 years of age, etc.) **VOLUNTEER HOURS ARE REQUIRED PER FAMILY NOT PER CHILD.**
 - * Single parent and 8th grade families will be required to complete just ten (10) hours of service and two (2) nights of Bingo.
- **The PIP fee of \$200.00 is due in advance each year** (\$10.00/hour times 20 hours). If your volunteer hours are completed as required, your fee will be refunded in June. You can also elect to roll over your credit towards the next year's fee rather than receiving a refund check. However, if a family does not volunteer the mandated hours, they will forfeit the \$200.00. Completed hours that are less than the 20 hour requirement will be prorated at \$10.00/hour. The remaining monies will be forfeited.
- The PIP hours for each school year will be accumulated from **May 1st of the previous school year through April 30th of the current year.** This will allow the PIP hours to be tallied and submitted to the Parish Center, so that adjustments can be made.
- **All volunteers must complete a background check as well as an Archdiocesan approved training session called "Safer Spaces".**

PROGRAM REGULATIONS:

- Accumulated hours are applied to the family earning them. Hours may **NOT** be transferred from one family to another.
- Hours spent in any activity for which pay is received or potentially earned are **NOT** eligible for this program.
- Hours are credited on a one-for-one basis only (one hour of volunteer time equals one hour credited). No one is guaranteed twenty hours for any one volunteer position.
- Hours cannot be banked and carried over into the next accumulation period.
- Monetary donations or gifts of merchandise, although greatly appreciated, are not eligible for use as a substitute for volunteer hours.

EXCEPTIONS:

From time to time extenuating circumstances may arise that will prevent a family from fulfilling the program requirements, e.g., illness or other unexpected family crisis. The family may, **in writing**, petition the Principal to modify the family's PIP obligation. Modifications, if granted, last only as long as circumstances prevent the family from participating or paying the full activity fee. **Each exemption is only good for the school year in which it is requested.** A single parent exemption, which reduces the required hours to ten (10) per year, may be continued as long as circumstances warrant. Single parent exemptions are granted when only **one** parent/guardian participates in the child's life. Divorce, in and of itself, is not grounds for an automatic, single parent exemption.

All petitions for exemptions must be requested at the beginning of the school year, no later than November 1st, or at the onset of the family emergency if it occurs after November 1st.

BOOKKEEPING:

The HSA (Home School Association) will maintain records of each family's accumulated hours and will make every effort to provide a statement in March.

Forms to record volunteer hours will be provided at each qualifying school event. It is the responsibility of the chairperson of the event, to have each form properly completed and submitted to the PIP Coordinator. **Each person must include their parish identification number (found on the tuition statement) on the log sheets.**

The activity chairperson must certify that the information on the log sheet is correct by signing off on the form at the end of the event. Statements without the chairperson's signature or family identification number **will not be accepted.**

RESPONSIBILITIES OF PARENTS:

Each parent has the responsibility of signing up for programs at the beginning of the school year and recording them on a calendar. If you are unable to attend an event that you have volunteered to work, it is your responsibility to notify the chairperson of the event.

Each parent is responsible for **signing in and out** of each activity volunteered for and for **signing his/her name legibly and entering the correct parish ID number.** Parents are also asked to keep a personal account of hours worked in the event of record keeping discrepancies.

ELIGIBLE ACTIVITIES:

PIP hours are accrued when the activity directly benefits the school or the students of St. Augustine School. Eligible and ineligible activities are listed below:

Eligible	Ineligible
5-8 Dance	1 st Grade Help
Bingo (above/beyond the minimum)	Back to School Mass (attendance)
Book Fair	Back to School Night (attendance)
Carnival	Breakfast with Santa
Catalogue Fundraisers (Coordinator)	Buddy Family
Class Parents (10 hours / year)	Class Field Trips
Communion Breakfast (3 rd Grade)	Class Parent Meeting
CYO Basketball (10 hours/year)	HSA Meetings
DARE Graduation	Kindergarten Help (Guest reader or cook)
Development Activities	Kindergarten Meet the Teacher
Family BBQ & Movie Night	Parades (St. Patrick's & Memorial Day)
Family Night Bingo	Parent Appreciation Night
Field Day (4 hrs/person except Chair)	PIP Volunteer Form
Fundraisers (Coordinator)	SAFER Spaces Training
Grandparents Day	
Hospitality Team (for various events)	
Kindergarten Help (Lunch Only)	
Labels for Education Coordinator	
Lunch Monitor	
Lunch Program	
Mother/Son Golf	
New City Festival	
Open Houses	
Picture Day	
Pizza Team	
RCC SPA (SAS Representative)	
SASAL (10 hours / year)	
Scouting (10 hours / year)	
Snowball Dance	
Thanksgiving Feast	
Women's EXPO	
Yearbook	

Events / activities not listed will be evaluated on a case by case basis by the PIP Coordinator in conjunction with the Principal.

Please direct all questions to the PIP Coordinator via email at pip@saintaugustineparishschool.com or at 634-7060.