

## 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, 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 receive Pennsylvania State Police Clearance and a Child Abuse Clearance before he/she may volunteer for any activity within our school. All volunteers must complete the Diocese of Harrisburg, Youth Protection Program Training Course for Adults. Information on these Clearance Regulations may be obtained in the school office.

For the safety and security of our students, all volunteers must *check-in* at the school office first to 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 no one is permitted to go directly to any classroom on the school campus including, gymnasium, kindergarten rooms, or modular units without signing in at the office to receive a visitor pass.

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

Parent-teacher conferences are scheduled in November and/or February and as needed during the school year. Conferences may also be held 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.