

## **Section 13** **PARENTAL INVOLVEMENT**

### **PARENTAL INVOLVEMENT**

#### **VOLUNTEERISM:**

As indicated in the HNJ school philosophy, parental participation and cooperation play an important role in the successful implementation of our goals. We encourage all parents to participate in the school PTO, and opportunities to volunteer in school activities are listed in a document, which is distributed at the beginning of each school year.

To ensure the safety of all students, the Diocese of Harrisburg mandates that every volunteer complete the *Diocese of Harrisburg, Youth Protection Program Online Training Course*. Additionally, the Diocese of Harrisburg and Pennsylvania State Law requires that 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 submitted to the school before anyone may volunteer for any school activity. Volunteers with approved clearances will receive a badge from the Diocese of Harrisburg. This badge must be displayed when volunteers are on school property or participating in school 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 upon arrival to show their badge or receive a Visitor's Pass. Volunteers should return to the school office by 2:30 pm to sign out.

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

Parents are always welcome at school! To preserve the quality of education, however, interruptions should be minimal. We will not interrupt teachers while classes are in session to answer the phone or to confer with a parent/guardian. If a conference with your child's teacher is desired, please contact the teacher via email or written note.

For the safety and security of our students, all visitors to the school during school hours (8:10 am-3:30 pm) must use the door at the entrance to the school connector. ***No one may use the primary building entrance from 8:10 am to 3:30 pm, or 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.***

## **Section 13**

### **PARENTAL INVOLVEMENT**

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

Parent-Teacher Conferences are held in November of each school year. Parents may also request conferences at other times throughout the year as required.

The Parent-Teacher Conference is critical to the success of each student's progress at school. 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.

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

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

The principal is happy to meet and/or talk with parents regarding any concern once the parent has discussed the situation 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 changes in writing.

#### **CONTACTING THE SCHOOL:**

Please feel free to contact the school office by telephone at 717-657-1704 with any questions or concerns.

Calls to teachers during regular school hours 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.