



*Parent Participation Handbook and Contract
2023-2024*

St. Mary School
518 North H Street
Aberdeen, WA 98520
(360) 532-1230
www.saintmaryschool.org
office@saintmaryschool.org

“As each one has received a gift, use it to serve one another.” (I Peter 4:10)

**ST. MARY
SCHOOL**



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Dear St. Mary School Parents/Guardians,

On behalf of the faculty and staff, School Commission, and Parent Teacher Organization, we welcome you to St. Mary School. We share in an important mission to educate the whole child: spiritually, physically, emotionally, and socially. We are also devoted to providing a rigorous, affordable, and faith based education to all students whose families desire it for their students. May this letter serve as a sign of our gratitude for your willingness to share your time, talent, and treasure with the faith community of St. Mary School. It is estimated that our parents and volunteers have donated over 10,000 hours of their time to ensure St. Mary School is a faith-filled, learning environment for all students.

There are many ways for you to get involved in helping us to fulfill the mission of the school. Building close ties between the school and families reinforces our moral values, beliefs, and faith traditions. We appreciate you becoming one of the dedicated parent participants in our school.

St. Mary School is committed to strengthening students in mind, body, and spirit so that they may lead lives based on gospel values, learning, and ethical decision-making. Parent participation in school activities reinforces and enhances this commitment. Parent involvement not only supports the faculty and staff, but also allows us to maintain and expand the academic and extracurricular services we can offer to our students.

We appreciate the priceless time, talent, and treasure that you provide our school and parishes. Over the course of the next academic year, we are excited to share in a variety of community events and activities to build community, keep our school affordable, and help provide the quality, rigorous, and Catholic education all our students deserve.

In the following pages you will find our school's mission and vision statement, a description of various parent organizations, and your Parent Participation Contract. We look forward to working in partnership with you to promote service learning and the importance of missionary discipleship.

If you have any questions or need help, please feel welcomed to ask myself, the office, or any of our parent organization members. We are happy to help in any way we can. Together, let us pray, that God who began His good work in us, will continue this work through our hands and pass it on to our students.

Together in Christ,

Carrie Marlow
School Principal

St. Mary School Vision and Mission Statement

Vision:

St. Mary School is a parish supported Catholic school educating the next generation of innovative thinkers and ethical leaders in Grays Harbor and beyond. St. Mary School offers a rigorous education that celebrates diversity, individuality, and academic excellence. Sound ethical and moral values are taught by passionate teachers who lead by example, demonstrating what it means to be a St. Mary Lion.

Mission:

Through innovative programs, curriculum, faith-based activities, and with the guidance of passionate teachers, St. Mary students become lifelong learners, responsible Christians, and leaders that integrate their thinking and believing into action for the benefit of our community. St. Mary School nurtures the development of the whole child: spiritually, academically, emotionally, and socially. St. Mary School provides a strong, accessible, and rigorous Catholic education to students of greater Grays Harbor and their families.

Parent Participation Requirements

As part of our St. Mary School community, each two-parent household is required to serve 40 volunteer hours between July 1 and June 30, by volunteering for school and parish activities. One-parent households, preschool or prekindergarten families must serve 20 hours. Any adult family member, immediate or extended, may earn hours for a family, provided the family name is included on the Volunteer Hours Report Form. Lists of participation activities are listed on the following pages. Other opportunities will be communicated through the weekly newsletter and other parent communication.

Parent Organizations

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) is open to all parents and guardians of St. Mary School students. The PTO meets once per month. The meetings times are communicated through the weekly newsletters and school website. The overall purpose of the Parent Teacher Organization is to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events and service to the school. The club is a vehicle to support communication between home and school, offering a mechanism for parent education and serving as a structure for collaborative thinking and improvement.

School Commission

The School Commission is an advisory body to the pastor and principal of St. Mary School. The purpose of the School Commission is to participate in the adoption and fulfillment of the vision and mission of the school and periodic review of its operations. Some of the other functions of the Commission are formulating and recommending school policy, planning and goal setting, budgeting, recruitment, advancement/marketing, and assisting the principal in other tasks as requested.

Volunteer Code of Ethics

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.

Communication

Always direct other parents' concerns to the classroom teacher. Written notes and comments are most helpful to the teachers because of time. If there is a conflict or difference in opinion, please go directly to the source and deal with the challenge. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Leadership Team.

Quality Work

If you don't think you can do the job, please be honest and talk to the teacher involved. If directions need clarity, please ask.

Dependability

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.

Respect for Others

Children learn from watching you. Practice patience and understanding toward the children and staff, which helps students value and apply these qualities.

Role

At all times a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

We encourage all parents to complete the Archdiocesan Safe Environment Program. Completion of this free program is mandatory to drive on field trips, chaperone certain school events, and work in the classrooms. The Safe Environment Program is offered periodically throughout the year in English and Spanish as well as in an online course format. Program dates will be communicated in the school newsletter. The online version of the program can be accessed and completed at any time.

Volunteer Hours

Required volunteer time keeps costs down, builds community, and helps families invest in the educational process. St. Mary School requires a two-parent household to serve 40 volunteer hours between July 1 and June 30, by volunteering for school and parish activities. One-parent households, preschool and/or prekindergarten families must serve 20 hours. Families turn in Volunteer Hour Forms monthly to document volunteer time. **Those unable to meet the requirement will be charged a fee of \$15 per hour (incomplete Oktoberfest and Auction hours are charged at \$25/hr.).** It is the responsibility of the parent or guardian to watch for volunteer opportunities through the weekly newsletter and information sent home.

Participation Opportunities

- Attend PTO, Oktoberfest, Auction, or other school meetings
- Sell additional Oktoberfest Raffle Tickets
- Volunteer more hours for Oktoberfest or Auction
- Procure additional items for the auction
- Volunteer in the classroom, office, lunchroom or for recess duty
- Volunteer to stuff Tuesday Envelopes
- Volunteer to chaperone one of the Outdoor Camps
- Volunteer to help with the Cinco de Mayo celebration
- Buy more than \$1,500 a year in SCRIP -1 hour per every \$100 over \$1,000
- Donate your expertise, trade, or talents (must be preapproved by principal)
- Chaperone field trips (must complete Safe Environment requirements)
- Bring in two reams of paper to the office - 1 hour
- Bring in three additional BINGO prizes – 1 hour
- Sell additional Christmas wreaths-1 hour per wreath
- Lead a service project or committee
- And more...

How to Submit your Hours

Families must submit all of their own hours through the Volunteer Hour Form available in the school office and sent home in the Tuesday envelope. This includes, but is not limited to hours for Oktoberfest, the Auction, additional wreath sales, additional SCRIP purchases, and other volunteer hours listed above.

Volunteer Hour Forms should be submitted to Mrs. Weber in a timely manner at the completion of each event/month to ensure accurate record keeping.

Fund Raising Efforts

Tuition and fees only cover a portion of the actual cost of education. Therefore, each family agrees to participate in school development efforts and fundraising. This means that families are required to sell items in all fundraisers or donate to the fundraiser. The following is a list of each of your contracted obligations for our major fundraisers:

FALL:

Oktoberfest (all Families)

- Volunteer a minimum of 4 hrs. for Oktoberfest (in addition to the required 20/40 volunteer hours)
- Sell Oktoberfest Raffle Tickets (**3 books=120 tickets per household required**) or **“buy out” for \$240.00.**
- Bring in 5 bingo prizes or “buy out” at \$10.
- Bring in 2 baked goods or “buy out” at \$20.
- Bring in 2 bottled water/sports drink packages or “buy out” at \$5.00.

WINTER:

Wreath Sales (all families)

- Families must sell at least **\$150 worth of evergreen items or “buy out” at \$75.00.**

SPRING:

Fun Run (all families)

- This fundraiser is a jog-a-thon where students collect pledges (one- time donations) to run laps around a course set up in the field.

Auction (all families)

- The Auction is held every other year.** (This IS NOT an Auction year!)
- Parents must procure a minimum of **2 items at a combined value of \$100.00** or more (not including the classroom projects) or **“buy out” for \$100.**
- Contribute to the classroom project(s).
- Volunteer 4 hours (in addition to the required 20/40 volunteer hours)

It is possible that an additional fundraiser may be added during non-Auction years depending upon budgetary needs. Parent involvement requirements for added fundraisers will be communicated to families in a timely manner.

YEAR ROUND:

Coffee Hour Sundays at St. Mary Church and Our Lady of Good Help (all families)

- Families are asked to commit to attending and help staff one coffee hour a year at either St. Mary Church or Our Lady of Good Help.
- The time commitment is roughly two hours and counts towards your volunteer hour requirement.
- Families may also opt to fulfill the Coffee Hour commitment by signing up to contribute baked goods to a coffee hour.
- Sign-ups will be available at *Back to School Night* in August.

SCRIP (all families)

- Purchasing gift cards from the school office or online.
- All families are required to purchase a minimum of **\$1,500** a year in SCRIP cards or eCards.
- You will earn 1 additional volunteer hour for each \$100 purchase above \$1,500.
- All SCRIP purchases must be made between July 1 and June 30 of the current school year. Fourteen percent (14%) of any unpurchased amount of SCRIP will be charged and added to your tuition statement.

Parent Participation Handbook and Contract

Sign Off Form 2023-2024

Please sign and return this sheet to the school office.

Retain the rest of the document for your records

Family Name: _____

E-Mail Address(es) _____

Address _____ City _____ State _____ Zip _____

Names of Children

Grade

1 _____

2 _____

3 _____

4 _____

Family Directory – St. Mary School publishes a family directory for responsible use by parents, teachers, the office, and families. Please indicate what information **you would like** published in the family directory.

Address: _____ Phone Number: _____ E-Mail Address: _____ Student Name and Grade: _____

Parent/Guardian Signature _____ Date _____

Please review, sign, and return this contract to the school by Friday, September 15th. By signing, you acknowledge and agree to the obligations within this handbook. Your student's registration will not be considered complete until this contract is signed and returned.

Parent/Guardian Signature _____ Date _____