



Home and School
Association



HANDBOOK

Catholic Schools in the Diocese of Superior are a mission of the Church entrusted by Jesus Christ to instill Catholic faith and morals in our students. Within community, our schools prepare students spiritually, academically, and physically to proclaim and live out the Good News in preparation for eternal life.



DIOCESE OF SUPERIOR
Office of Schools
September 2011

Plans/Schedule for Home and School Association 2015-16

August- Meeting Plan Open House and Candy Sale

Look at Wish Lists from Teachers

September- Open House and Dinner

Welcome Dinner- September (Spaghetti) Wednesday, Sept. 9

Candy fundraising Sale(World's Finest)

October-

November- Meeting (planning for Nov. Dec. Jan.)

Movie Night at Great Lakes Visitor Center

Parent Teacher Conferences- - Provide meal for teachers.

Start collection for Christmas Store

December-

St. Nick's Day- Dec. 6th(Friday night Dec. 4th)- Treats for students

Christmas Store-

January-

Catholic Schools Week/Home and School Sock Hop (1st week of Feb.)

February- Meeting (Planning for Feb. Apr. and May)

Parent Teacher conferences- Provide snacks/meal for teachers

No Fundraisers after- Ash Wednesday (Season of Lent)

March-

April-

Spring Carnival-- After Mass with Open House and Kindergarten Round Up

May- Meeting Election of New Officers (Planning for Field Day)

Sponsor Field Trips

Rummage Sale--- Start Collecting for Rummage Sale (3 weeks before)

June-

Field Day

INTRODUCTION

School personnel and parents are involved in a collaborative ministry of educating the young. As part of this ministry, parents and teachers, together with the pastor and principal, need to develop a community of faith in which all enable one another in the carrying out of the specific functions of their educational ministry. Such enablement means the sharing and accepting of one another's giftedness; it means providing living witness to young people of what faith community can mean and do. The Home and School Association is intended to be a vehicle by which parents, teachers, pastor and principal are able to collaborate with one another and thereby develop a faith community through which to teach the young by living witness.

PURPOSE

The Home and School Association is a means to organize parental efforts to support their Catholic school. The purpose of this association is to provide a forum where parents, teachers, principal and pastor can coordinate educational support for the school's programs.

FUNCTION

- Promote communication among parents, teachers and administration.
- Offer programs that assist parents and teachers in fulfilling their role in Catholic formation of the children.
- Promote good will and cooperation between and among parents, faculty, administration, education committee and the parish.
- Direct and coordinate parental support to the school through specific assistance activities, social functions and fundraisers.

MEMBERSHIP

The membership of this association is ALL of the parents and teachers. The parents and teachers act collectively on behalf of and in support of the school.

OFFICERS

Officers for this association are elected "spokespersons" for the group. They are the primary communication link between the parents, the education committee and the administration.

The president or chairperson should be skilled in conducting meetings as well as fair, tactful, patient, respectful, open-minded and humble. The responsibility of this person is to maintain order and decorum at meetings.

The vice-president or vice-chair presides over meetings when the president is absent.

The secretary manages the correspondence of the association.

The treasurer manages the funds of the organization.

MEETINGS

A successful association is arranged for efficiency. The aims of the association should be referred to frequently in order to provide direction. There should be a formal program portion that involves either things having to do with educational activities in school or Christian formation for parents in educating their children. A hospitality time should be an informal portion of the gathering. This time gives new members a sense of being welcomed to the group. Adding these aspects to the meeting time should enable the creation of the fine spirit of friendliness.

Meeting Fundamentals:

1. Insure the purpose of the meeting is clear. Carefully plan activities. Conduct a well-directed meeting.
2. Adopt rules of order and enforce them in meetings.
Use the underlying premise of Robert's rules where one topic is addressed at a time and each member has the right to speak to the topic without interruption.
3. Maintain open communication.
4. Protect the integrity of the association's meeting agenda. Publish it beforehand. Adhere to it. All members should have an opportunity to suggest agenda items.
5. Record proceedings accurately. Make minutes available for all members to review.
6. Provide refreshments.
7. Be in a comfortable setting.

VITALITY OF THE ASSOCIATION

Vitality of the association depends on the active participation and cooperation of all the people involved. A key to the vitality of the association is the officers' ability to develop and direct enthusiasm from the parent community.

Parent motivation depends greatly on the good feeling they sense when they volunteer their time to the church and school. To increase parent involvement, the association needs to divide the work so that multiple things can be accomplished. Leaders need to allow members to assume responsibility for organizing and completing specific jobs. Why?

- No single individual can do as well as a coordinated team of people. It's precarious to allow the activities to be controlled by a small group of people.
- The school community has people with a plethora of gifts, talents, skills and ideas from various backgrounds and experiences.
- Sharing the excitement keeps one individual or a small group of people from becoming overburdened.

Parental involvement takes different forms. Actively involved parents make up about 5-10% of the association. They tend to hold the officer positions and help to get others motivated. Passively involved parents (60-70%) regularly attend meetings or follow the communications but are not actively involved. They will not make any long-term commitments but if asked will gladly help with a specific activity. Uninvolved parents (20-30%) rarely attend meetings or view communications. They may underestimate the importance of the association. It also needs to be considered what their personal time commitments can be or the experiences they had in the past.

BY-LAWS FOR THE OUR LADY OF THE LAKE HOME & SCHOOL ASSOCIATION

Preamble

This Association is a group of parents/guardians, teachers and staff dedicated to providing quality programs addressing social and educational needs of students and parents /guardians of Our Lady of the Lake Catholic School (OLL); and providing interaction between home and school.

Article I

Name

The official name of this organization shall be known as the Our Lady of the Lake Catholic School Home & School Association.

Article II

Statement of Purpose

The purpose of this organization shall be:

- to function as a support group of the administration and faculty of OLL
- to foster a caring Christian community of parents/guardians of OLL students
- to strengthen parental involvement in all school programs
- to promote the advancement of a quality Catholic education and the welfare of the students of OLL; and
- to build a better understanding and create a common interest between parents and faculty through open communication.

Article III

Membership

All parents/guardians of students in OLL and faculty and staff are automatically members in the Our Lady of the Lake Catholic School Home & School Association. There are no fees or dues associated with membership.

Article IV Meetings

The OLL Home & School Association general membership meetings will be held as deemed necessary and are open to all members of the Association. The Executive Board may call additional meetings as necessary. It shall be the duty of the officers to carry out the directives of the OLL Home & School Association. All meetings of this Association shall be conducted according to simplified parliamentary procedure per Roberts Rules of Order. The officers shall preside over such meetings and keep minutes of such meetings. The minutes will be approved by the school administration prior to being included in the school newsletter and posting on the Our Lady of the Lake Catholic School website.

Article V Executive Board & Officers

Section I-Officers of the elected Executive Board shall consist of President, President-Elect, Vice President, Recording Secretary and Treasurer. Election of Officers to the Executive Board for every office except that of the President shall be by ballot of the Association at the April Meeting, with installation of the officers to follow at the May Meeting. The President-Elect shall serve a two-year term, first as President-elect and then as President. The term of all other offices shall be one year. One member of the previous Executive Board shall be selected by the Board to remain in the capacity of advisor for the following term.

Section II-The President shall preside at all meetings of the Association, appoint chairpersons of all committees and shall exercise general supervision over all affairs of the Association. The President shall plan the meeting agenda and schedule all meetings.

Section III- The Vice-President, in the absence of the President, shall perform all duties of the President, and shall perform such other duties as may be delegated by the President.

Section IV-The Recording Secretary shall keep a complete record of all proceedings and correspondence of the Association and Executive Board and shall perform such duties as may be delegated by the President.

Section V-The Treasurer shall receive all moneys & make deposits of the Association, and keep an accurate record of the same, and shall make payment for all appropriately approved bills. Must submit a copy of the monthly bank statement and reconciled statement to the Parish Bookkeeper.

An updated balance statement will be presented at all general meetings of the Association for the approval of the general membership. The Association shall present a balance sheet from the previous year at the first general meeting.

Article VI Funding Requests

All funding requests must be submitted to the Association President. The Executive Board will vote on all funding requests. All funding request decisions will be reported in the minutes.

All expenditures and receipts will be included in the minutes. The Association funds, upon approval, will be used to support the learning, the school environment, and school sponsored activities of the elementary school students.

Article VII Written Communications

All written communication from the Association to the school community must be approved by the school administration prior to being issued.

Article VIII Bylaws

Bylaws may be developed to further specify the internal operations of the Association. Bylaws may be developed and amended by a vote of one more than a simple majority of the members present.

Adopted by Our Lady of the Lake Home & School Association
Dated: May 2010