

Christian Heritage School Parent Participation Program Handbook

The mission of Christian Heritage School, working together with the home, is to provide excellence in classical, Christ-centered education, in order to develop within each student the ability to reason biblically, while encouraging a desire to savor God and to serve both God and man.

What is the CHS Parent Participation Program? What is its Purpose?

The commitment and involvement of parents is one of the foundational elements of Christian Heritage School, and one of the reasons for its continued success. The Parent Participation Program provides (PPP) the framework by which every family is able to serve CHS by becoming integrally involved in the programs and traditional events that define the culture and community of our school. By utilizing the gifts, time, and talents of our parents, the PPP enables CHS to reduce the number of paid positions at our school, thereby helping control tuition costs. Parents who invest in the life of our school in this way take more ownership, find greater fulfillment, and build stronger relationships during their years at CHS. This is a long-term benefit for the community of CHS as it is not only a practical financial and relational asset to the families of CHS, but is instrumental in fulfilling the mission and vision of our school.

PPP Committee Members

The PPP Committee is comprised of the following five positions:

Administrator: Office Manager

Parent Participation Coordinator and Co-Coordinator: Parent Volunteers

Home Room Parent Coordinator and Co- Coordinator: Parent Volunteers

This committee is responsible to execute all areas of the PPP, to review and evaluate all programs and events as needed and to develop and provide input on all proposals to be brought to the Board for changes and improvements in the PPP to be implemented for the next school year.

PPP Administrator: Office Manager (OM)

This position will work in cooperation with the HRC and PPC in supporting, organizing, facilitating and executing the PPP.

Responsibilities include:

1. Providing an Event Calendar of all school related events and their dates to the PPC and HRC for the next school year by May 31st, so that all documents can be prepared for Chairmen and Home Room parents to receive Chairman Event/Program Packets or Home Room Parent Packets in June with the correct event dates.
2. Providing all PPP Handbook documents to both the PPC and the HRC in order for these volunteers to be able to support the OM in executing the PPP related to their duties as outlined in the PPP Handbook.
3. Providing office assistance support to the PPC and HRC in the dissemination of information to families through Renweb, Website and Family Mail as related to the PPP. The OM must approve all outgoing information and/or documents to ensure proper information, editing, grammar, as well as ensure that all documents are within boundaries and guidelines set forth by administration. OM is responsible to inform all staff and faculty of any PPP related events.
4. Working with the current school year PPP Committee to secure the PPC and HRC for the following school year per the Handbook requirements for these two Parent Commitment positions. These two volunteer positions are to be secured by January of each school year by the OM based on the PPP Committee members' recommendations. Once the PPC and HRC are secured, they will assume their responsibilities by May 1st of the current school year and begin preparations for the Chairman/Event/Program Packets and the Homeroom Parent Packets for the next school year.
5. Overseeing that all faculty and/or administration as listed on the PPP Chart are fully informed and equipped to exercise leadership and accountability in cooperation with their Parent Chairman and/or committee support for all corresponding PP programs under their areas of faculty/administrative positions.
6. Working with the PPC and the HRC to assist the OM at the New Parent Orientation meeting with presenting the PPP to new families. The OM will introduce the PPC and HRC and describe their role and functions in supporting and executing the PPP so the new families can become familiar with them. It is important that they also receive all documents that were in the Reenrollment Packets disseminated in February, along with an informational document detailing the Class Commitments, Elective Commitments and Parent Commitments. The combination of these documents should provide an adequate explanation of the PPP and the magnitude of the program. The new families will only be required to sign up for **ONE** Parent Commitment their first year since they will be making many adjustments and will need time and energy for the transition their first year. They are, however, invited to serve in more than one area of the PPP if they desire, but should be informed, that there are also Class Commitment obligations per child. The OM will ensure the PPC will receive updated Committee Lists after New Parent Orientation to disseminate to all PPP Chairman. The OM will also ensure the HRC receives a list of new families by class, so that she can contact Home Room Parents to make a special contact to these families to welcome and orient them to the current class families.
7. Updating the Website: The OM will ensure all PPP documents and Handbooks are accessible to all

CHS families through the CHS website under the tab **Parent Participation Program**

8. Familiarizing all CHS faculty with the PPP Handbook at the Faculty Orientation meeting held immediately before the school year begins. The faculty can preview and/or print the document from the CHS website. The OM will need to identify areas of the PPP that all faculty should understand in order to be a supportive and informed faculty member of CHS to the CHS families as well as other faculty members. The PPC and HRC will be introduced at this meeting so the faculty can be familiar with who they are and what their roles are in the implementation of the PPP.

Parent Participation Coordinator (PPC)

This position will work in cooperation with the HRC and Office Manager in organizing, facilitating and executing the PPP. It is a minimum two-year commitment. The OM secures the PPC with input from the current PPP Committee.

Responsibilities include:

1. Disseminating the **PPP Leadership Interest Survey** to all CHS families, in cooperation with the PPP Committee. This document is to be used to secure all Event/Program Chairmen for each event and Homeroom Parents for each classroom for the following school year, prior to reenrollment week held in February each year. **The Leadership Interest Survey** is to be given to all CHS families the first week of January and is to be returned by the last week of January.
2. With CHS office support, ensuring all PPP documents are updated and prepared to go out to CHS families in their Reenrollment Packets in January or early February (prior to the week of reenrollment for current CHS families).

PPP Reenrollment Packets are to include:

a. Informational Letter of Instruction - (outlines obligations and procedures)

b. Parent Participation Point Value Chart

c. PPP Organizational Chart

3. Assisting the OM during Registration Week in enlisting all parents to sign up for the appropriate number of Parent Commitments for the next school year. The PPC will work to ensure all areas of the PPP are secured with an adequate number of volunteers for each event or program.
4. Preparing all **Chairman Event/Program Packets**. The packets are to be given to all chairmen and the corresponding faculty/administrative contact for each event, by June 1st. After Registration Week is complete and all program and events have been adequately staffed with parent volunteers, the OM will provide the PPC with typed lists of all Event/Program Committee Members and Chairmen. The only committee that may require packets to be prepared and disseminated prior to June 1st, is for the Big Event.

Chairman Event/Program Packets include:

PPP Organizational Chart

Copy of PPP Handbook

Event Informational Document (completed and updated)

List of Committee Members

Designated Date of Event

5. Meeting with each Chairman prior to the month of July. In order to equip and prepare each Chairman to fulfill their event /program responsibilities, the PPC will:
 - a. train
 - b. review **Event/Program Packets & Handbook** procedures
 - c. provide support and encouragement for each Chairman
6. Ensuring each Chairman has:
 - a. made contact with his/her committee members prior to the first day of school in August, either by phone or e-mail
 - b. introduced themselves
 - c. provided the date of their event or program and set any necessary meetings in advance to provide the best opportunity for all members of the committee to fully participate
7. Assisting the OM by participating in the **New Parent Orientation** that occurs at the beginning of August. The PPC is introduced to the CHS new families and may be asked to assist the OM in presenting the overall purpose and picture of the PPP and the Homeroom Class Commitments to the new families in order to orient them to the culture and community of CHS. The OM will ensure that each new family receives the same information that was given to our current families in the PPP Reenrollment Packet as well as include an informational document detailing the Class Commitments, Elective Commitments and Parent Commitments. This will provide an adequate picture of the program being described to new families. At the New Parent Orientation meeting, all new families will sign up for at least **1 (one)** Parent Commitment per family. Ideally, events that may involve larger committees and/or events that are low on volunteer support are preferred for new CHS families. The OM will ensure the PPC will receive updated committee lists after the New Parent Orientation in order to disseminate to all PPP Chairman. The PPC will ensure each Chairman: 1) makes personal contact with the new families that have been added to their committee and 2) gives the family the information regarding their event within the first two weeks of the new school year.
8. Preparing and dispersing all **PPP Parent Commitment Reminder Cards**. The cards indicate Parent Commitments for the year and should be distributed by Meet the Teacher Night or by Curriculum Night through Family Mail.

The **Parent Commitment Reminder Card** should include:

- a. Family name
- b. Event name
- c. Dates of events/programs
- d. Corresponding Chairman

9. Following up with all Chairmen as their event/program approaches to ensure the event is in process and all is going well. The PPC will be a support and resource of guidance as the chairmen work to accomplish their responsibilities.
10. Assisting the Chairman in organizing PPP booths for Box Tops, Blue Bucks/Scrip, Sentinel Spirit Shop, and Big Event. The booths are to be in place for Meet the Teacher Night and Curriculum Week.

Parent Participation Co-Coordinator

Assists PPC in all areas

Chosen by PPC with input from OM

Home Room Coordinator (HRC)

This position will work in cooperation with the PPC and OM in organizing, facilitating, and executing the PPP as applied to Homeroom Parent Commitments. It is a minimum two-year commitment.

Responsibilities include:

1. Disseminating the **PPP Leadership Interest Survey** to all families, in cooperation with PPC. The survey is to be used to secure all Chairmen for each event and all Homeroom Parents for each classroom for the following school year, prior to reenrollment week held in February each year. The **PPP Leadership Interest Survey** is to go out the first week of January and be returned by the last week of January.
2. Providing the Lower School and Upper School Principals all names of parents (per grade) who expressed interest through the **PPP Leadership Interest Survey** to assume responsibilities as Homeroom Parents for the next school year. The Principals give the information to their faculty and then have the faculty return their personal recommendations for Homeroom Parents to their Principal. The Principal returns all data by the deadline set by the HRC. The HRC will then contact the parents, based on faculty recommendations, to secure all Homeroom Parents for the next school year per grade. If a list of written recommendations is not received per grade level by the deadline, the positions for Homeroom Parent will be open during reenrollment registration. Once registration is completed, the HRC will work to secure any empty Homeroom Parent positions.
3. Preparing Homeroom Handbook Packet documents to be given to all Homeroom Parents by June 1st. The HRC will meet with each Homeroom Parent prior to the month of August to train, review the **Homeroom Packets & Handbook** procedures, and to provide support and encouragement for each Homeroom Parent so they are able to fulfill their responsibilities. Plans and details for the **All School Reunion Picnic** should also be included at the Homeroom Parent Summer Meeting. The Picnic should be held the last week of July or the first week of August.
4. Giving direction to the Homeroom Parents (prior to July 1st) if there are class projects to be completed

for Big Event.

5. Assisting the OM by participating in the **New Parent Orientation** that occurs at the beginning of August. The HRC is introduced to the CHS new families and may be asked to assist the OM in presenting the overall purpose and picture of Homeroom Class Commitments to the new families in order to orient them to the culture and community of CHS. The OM will ensure that each new family receives the same information that was given to our current families in the PPP Reenrollment Packet. The HRC should also provide an informational document and example form outlining Homeroom Class Commitments during this meeting. This will help provide an adequate picture of the program being described to new families. It is important for the families to be able to discern between Parent Commitments, Class Commitments and Elective Commitments at this time.
6. Working with the OM to receive all needed dates, according to the Event School Calendar, for each event that affects the Class Commitments for the Homeroom Parent. Ensure all dates are given to the Homeroom Parents in their packets prior to June 1st.
7. Following up with all Homeroom Parents throughout the year to ensure events/programs/parties are in process and running effectively. The HRC is a support and resource of guidance as the Homeroom Parents work to accomplish their duties.

Homeroom Co-Coordinator

Assists HRC in all areas

Chosen by current HRC with input from OM

Hierarchy of Authority

The PPC and HRC will execute and operate all their duties and responsibilities under the supervision and oversight of the OM. All PPP Chairmen and Homeroom Parents will execute and operate all their duties and responsibilities under the supervision and oversight of the assigned Faculty/Administrator contact and in cooperation with either the PPC or the HRC, as it pertains to their role of commitment, according to the guidelines outlined in the PPP Handbook. The PPC and HRC commit to provide support, direction and information as needed, to all Chairmen and Homeroom Parents.

Grievance Procedures

If at any point while executing your responsibilities as a PPP Chairman or Homeroom Parent you encounter, for yourself or for others on your committees, grievances or frustrations that prohibit you or others from enjoying the privilege of serving at our school, please immediately pray over the issues at hand and then seek to meet with the person or persons directly to resolve concerns. If, however, dialogue does not seem to be

the best course of action, then meet with the OM and your direct supervisor (the PPC or HRC) - for direction and wisdom in resolving the issue or concerns. It is important that we choose to engage in dialogue with the appropriate persons so there is the opportunity to resolve the issue and strengthen relationships and communications within committees. If necessary, the OM will facilitate a meeting to address all concerns or issues with the appropriate administration, faculty and or parents involved. The OM will include the appropriate authority in the meeting to resolve and restore the situation. It is important the HRC or the PPC, as two primary key volunteers in executing the PPP, are fully aware and informed of the situation and also understand the direction and decision of the OM. The role of the PPC and HRC at that point and time are to be instruments and examples of respect, peace and forgiveness for the parents they serve and to be verbally and prayerfully supportive of the OM in handling the situation.

Board of Trustees Philosophy for the Parent Participation Program

The CHS Board of Trustees (BOT), who represents the Parent Body of CHS, has the responsibility to uphold the mission and vision of CHS and is called to prayerfully make decisions as to what is in the best interest of the students, parents, faculty and administration. The BOT understands that all PPP events, programs, and systems at CHS have been developed and implemented over the course and history of our school and are traditions and experiences the families of CHS have come to anticipate, embrace, value and love. The BOT recognizes the PPP is an essential part of our school culture and is an active expression of ownership by every family in the school. The PPP is also instrumental in fulfilling the mission of CHS by providing enjoyment, fulfillment, financial savings and success to the mission, vision and purpose of the school for the parents, students, faculty and administration of CHS. The PPP has foundational heritage, tradition, and history, as well as financial, purposeful and meaningful reasons for existing. Therefore, the PPP as outlined in this PPP Handbook, is considered BOT approved policies and procedures of CHS and cannot be altered without the BOT review and approval.

However, the BOT also recognizes that purposeful review and evaluation must be a priority to all programs of CHS in order to be effective in fulfilling the mission and vision of CHS. Therefore, the following procedural steps must be taken before any alteration can be made to the existing policies and procedures and programs outlined in the PPP Handbook.

Procedures for Alteration to the PPP Handbook, Programs and Events:

*Temporary Claus for the year 2011-2012: Due to the magnitude of details pertaining to each event and program at CHS, the PPC will have the responsibility to adjust minor details as agreed upon by all members of the PPC to Event documents, within the school year of 2011-2012, without adhering to the following procedure. After March 2012, the following procedure must be observed for any changes to the PPP Handbook.

1. The PPP Committee will set the **PPP Evaluation and Review Meeting** in February or March. All Chairmen to any CHS PPP event/program, all Homeroom Parents, members of the BOT, and faculty are to receive a personal invitation via e-mail, three weeks prior to the scheduled meeting, with the date and purpose for this optional meeting. All other CHS parents are to receive, three weeks prior to the set date, a Renweb notification through the CHS Weekly Update as to the date and purpose of the **PPP Evaluation and Review Meeting**.
2. Any proposed changes or additions to the PPP Handbook are to be submitted in writing, at least one week in advance of the scheduled meeting, to the OM, in order to be reviewed and discussed at the **PPP Evaluation and Review Meeting** held in February or March. Three of the five members of the PPP Committee must be present on the date selected in order for the meeting to occur. The OM must be one of those three. Proposals cannot be considered for discussion unless prepared in writing and brought to the **PPP Evaluation and Review Meeting**.
3. The OM will ensure the PPP Committee Members, Administration, and BOT receive written proposals one week prior to the **PPP Evaluation and Review Meeting**.
4. Parents who attend the PPP Evaluation and Review Meeting will receive a copy of the proposals at the meeting or can request a copy of the proposals from the OM if they are unable to attend the meeting.
5. At the conclusion of the **PPP Evaluation and Review Meeting**, any proposals that were decided to be pursued (by majority vote from parents present at the meeting) will be considered official proposals of the PPP Committee.
6. It is the responsibility of the OM to inform the PPC, HRC, Faculty/Administrative contact, chairman and committee members of the existing program or event at CHS to which a proposal has been made to alter or review. All persons involved and/or interested will be invited to a PPP Committee Meeting. The date will be set by the OM. This meeting will allow those that have worked on these events or programs to have the opportunity for input into the proposal to be submitted to the BOT. At this meeting, PPP Committee Members and persons present to review the proposal, will finalize details to be included in a final document to propose to the BOT on or before the April Board Meeting.
7. The agreed upon written proposal from the meeting must be drafted and submitted by the OM on behalf of the PPP Committee to the BOT at least one week prior to the May Board Meeting.
8. The OM will note general information regarding the proposal in the Weekly Update at least one week prior to the proposal being introduced to the BOT. Any parent at CHS may have a copy of the proposal if requested and is invited to attend the Board Meeting if they so choose.
9. The PPP Committee proposals will only be made to the BOT in the months of March, April or May of the current school year for changes proposed for the following school year. The BOT will review and discuss the proposed changes and/or additions to the PPP Handbook in Open Session. If further discussion or information is needed, the BOT may request to review the proposal again at an Executive Officers Meeting and/or the following month's Board Meeting. Proposals for alteration to the PPP Handbook, program, or events cannot be made prior to the March Board Meeting or after the May

Board Meeting of the current school year. All approved changes and/or additions will be determined by the BOT and will go into effect on June 1st, to be implemented the following school year.

10. The OM will make the approved changes and/or additions to the necessary PPP documents and have them posted by June 1st on the website.