



St Andrew Apostle School
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Saint Andrew Apostle Home and School Association
Policies and Procedures

ST ANDREW HAS POLICIES AND PROCEDURES

PREAMBLE

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. The school sets up a kind of center whose operations and progress deserve to engage the joint participation of families, teachers, various kinds of cultural, civic, and religious groups, civil society, and the entire human community. Beautiful, therefore, and truly solemn is the vocation of all those who assist parents in fulfilling their tasks and who represent human society as well, by undertaking the role of school teacher."

Declaration of Christian Education Vatican Council II

POLICIES AND PROCEDURES

Article I: Name

The name of the Association will be the St. Andrew Apostle Home and School Association (HSA) located in Silver Spring, Maryland in the Archdiocese of Washington.

Article II: Purpose and Objective

1. To promote an atmosphere in the school community where parents, teachers, and students will work to fulfill the ideals of Catholic education.
2. To assist parents, teachers and students in understanding their responsibilities toward the school and the parish community.
3. To organize social events that will provide a forum where ideas and comments can be transmitted or shared between school and parents.
4. To promote and supervise fundraising events designed to raise funds that will be used for the educational growth of the children of St Andrew and to assist the parish subsidizing expenses associated with the school.
5. To build support for the school *through* families of students and other members of the school community.
6. To provide parents/members with the means and opportunity to participate in religious, social, education, and cultural programs.
7. To provide the school with the skills, talents, and services of parents.

Article III: Membership

All parents and legal guardians of children enrolled at St Andrew School are members of the HSA. Membership is also open to grandparents who have grandchildren enrolled at St. Andrew Apostle School, and members of the faculty and clergy of St. Andrew Apostle Parish. Parents of preschoolers are welcome to participate in all activities, meetings, and forums held by the HSA.

As a requirement for membership, each family with children attending St. Andrew Apostle School (Grades K-8) is required to pay \$50 and work 30 volunteer hours per year to support the Association or pay \$600 or \$20 per hour for all hours not served. Parents of preschoolers are not obligated to meet the above requirements.

Members must be in good standing with the school administration to serve on the board of the HSA. Parents of preschoolers may become members of the HSA when their child moves to kindergarten.

Article IV: Authority and Responsibilities

Decisions and actions of the St Andrew HSA shall be deemed by a mutual consensus of the Board. The Pastor of St. Andrew Apostle Church shall have final review and approval authority over the decisions of the Board.

St Andrew HSA shall have a representative on the Parish Council and the School Board. If the President of the HSA is unable to attend a meeting, he/she shall designate a representative from the HSA board. The HSA representative shall prepare and present a report on the activities of the HSA to the Parish Council and the School Board. The President or representative of the HSA shall also provide a report to the rest of the HSA board members.

Article VI: Board Members

The Board Members of the HSA shall consist of a President, a Vice President, a Secretary, a Treasurer, Pastor and Principal. The term of each Board Member shall be two (2) years and no Board Member shall serve for a period of more than three (3) consecutive terms. If the President cannot fulfill the term, the position will be filled by the Vice President. The President is empowered to recommend a person in any other office that has become vacant with the approval of the Board.

Article VII: Responsibility of Board Members

The Board Members shall be responsible for managing the affairs of the HSA. The Board members are responsible for assuring that the HSA is operating in accordance with the established Policies and Procedures and according to the rules of the Archdioceses of Washington. The Board members will agree on expenses that must be made for various activities at St Andrew Apostle. The Board is responsible for all activities that are designed to raise funds for the school.

Article VIII: Duties of Officers

The President shall preside at all meetings of the HSA. The President shall keep the Board abreast of all matters pertaining to the HSA, coordinate the work of the officers and committees of the HSA, and perform such other duties as may pertain to this office. The President shall appoint a person to fill other offices or committees that has become vacant with the approval of the Board. The President shall create and present the agenda for all HSA Meetings. The President shall serve as the primary point of contact between the HSA and the members.

The Vice President shall act as an aide to the President and perform the duties of the President in the President's absence. Vacancies in the office of President shall be filled by the Vice President. The Vice President shall organize at least four Parent/Community HSA meetings during the academic year and identify/schedule guest speakers for the HSA General Meetings. The Vice President shall organize the New Parent Orientation and Meeting before school begins.

The Secretary shall record the minutes of all HSA Board Meetings and Parent/Community HSA meetings. All minutes shall be posted in the subsequent week's issue of the HSA News. If the secretary cannot attend a meeting, an alternate HSA Board member shall be appointed to fulfill this duty. The Secretary shall be responsible for all HSA and Board correspondence. The Secretary shall prepare the weekly HSA News for distribution to the St. Andrew's Parents. The Secretary shall monitor the updating of all HSA information on the school website on a regular basis.

The Treasurer shall maintain an accurate record of all receipts and expenditures of the HSA. The Treasurer shall receive all funds due to the HSA and disburse HSA funds as directed by the HSA or by the Policies and Procedures. The Treasurer shall present a financial report at each HSA General Meeting and prepare a full report at the end of each school year. The Treasurer shall provide a monthly financial report to the Board.

Article IX: Advisory Committee

There shall be an Advisory Committee consisting of no less than three (3) and no more than five (5) members. Advisory committee members shall include parents of children enrolled at St Andrew, a St Andrew's teacher, a representative of the faith formation at St Andrews. Advisors shall serve for two (2) years and no Advisor shall serve for a period of more than three (3) consecutive years on the Advisory Committee.

The Advisory Committee shall assist and support the Board with the fundraising activities. The members of the advisory committee will serve as co chairs for designated fundraising event. They will assist the chairperson and report on progress to the HSA board. When a committee chair is unavailable to chair an event, the Board will appoint an Advisory Committee member to chair the event. The Advisory Committee shall be available for special Board meetings as called by the President.

Article X: Chairpersons for fundraising and social events

HSA shall appoint chairpersons responsible for each of the fundraising events. Each committee will consist of a chairperson, a co chair (one advisor from the HSA board), a treasurer, and a school representative. The treasurers from each committee will work closely with and report financial information to the HSA treasurer. The chairperson for each event will submit a budget to the HSA board for all expenses planned for their event.

Advisory Committee

Advisor 1 - Volunteer Coordinator: The Volunteer Coordinator shall oversee and monitor all volunteer hours performed by parents. S/he shall review all "Volunteer Hour Forms" for verification and signatures by chairs and/or school administration. S/he shall maintain a database of each family's volunteer contributions and update the HSA Board at each monthly meeting. S/he shall send notification of verified hours to each family by December 31st (for the January deadline) and May 15 (for the May deadline). S/he shall notify school administration and the HSA treasurer regarding monies owed for any volunteer hours not served (at \$20.00 per hour). A thank you note to the volunteers shall be posted in the HSA weekly news.

Advisor 2 - Social Event Coordinator: The Social Event Coordinator shall oversee social events and activities. S/he shall be the HSA representative at Back-to-School night and School-wide open houses. S/he shall update and inform HSA members regarding all community-building efforts and social activities. S/he will provide updates on the school website and weekly HSA news.

Article XI: Finances

The Board shall leave no less than 10% or \$5,000.00 in the primary account as start-up funds for the incoming Board. No funds shall be used from the Hot Lunch account as start-up funds for the incoming Board.

Article XII: Meetings

1. The HSA Board meetings shall be held once each month. An agenda will be distributed to the board members prior to the meeting date.
2. A Special Meeting may be called at any time by the President with the approval of the Board, provided that one week's notice of the time and purpose of the Special Meeting be given to the membership.
3. The final Board meeting will include the outgoing and incoming Boards, the Pastor, the Principal, and the Vice Principal. The Treasurer will transfer all documents describing financial accounts to the incoming Board. The members attending this meeting will discuss future directions for the new school year.
4. The HSA General meetings shall be held at least four (4) times a year. These meetings are open to all members of the school. Meetings shall be announced in sufficient time to allow parents to

participate.

5. The last general meeting of the year shall be designated as the Annual Meeting, and new Board members will be announced.
6. The agenda for each general meeting shall be published in *HSA News* before the meeting. Items on the agenda shall be open to all members for discussion. Members may include items on the agenda by submitting them in writing to the President at least three (3) days prior to the meeting. Items may be deferred for one (1) meeting at the discretion of the President.

Article XIII: Board Nominations

Nominations will be submitted for the following officers on rotating years.

- 1 President, Secretary, and three (3) advisors will terminate one year; and
- 2 Vice President, Treasurer and two (2) advisors will terminate the following year

Nominations will be received in writing (with consent of the nominee) by the President during the month of February. Nominations will be reviewed and approved by the Board, Principal and the Pastor. New Board members will be announced at the last HSA general meeting in April or May.

Article XIII: Parent Volunteer Hours

Each family is required to contribute 30 volunteer hours or pay \$20 for each hour not served, not to exceed ~~to~~ \$600. Fifteen hours must be completed by December 31st; and the other fifteen hours are due by May 31st. All Volunteer Hour Forms will be reviewed by the President, and are accepted at the discretion of the Board. The following activities will count towards volunteer hours:

IMPORTANT NOTE: Parents or other family members who wish to volunteer at the school must have proof of completion of the Archdiocese's "Protecting God's Children" course and have fingerprint clearance on file in the school's main office.

1. Serve as or assist a Chairperson for any activity sponsored by the HSA;
2. Attendance at HSA general meetings;
3. Serve as Homeroom Parent/HSA Contact for a classroom;
4. Volunteer in the classroom during school hours and/or participate in school-related activities, including: distributing hot lunch, milk or ice cream at lunch time; assisting in the school store; chaperoning field trips (maximum 4 volunteer hours); and doing specific tasks at the request of a teacher to assist in preparing for class;

5. Volunteer for one or more fundraiser committees;
6. Coach a St. Andrew's athletic team;
7. Serve as a Cub/Boy Scout leader, Daisy/Brownie or Girl Scout Leader; and
8. Attend "Protecting God's Children" course (3 volunteer hours) and obtain fingerprint clearance (1 volunteer hour).

The following events do **not** count towards HSA volunteer hours:

1. Parish bingo;
2. Assisting children with homework or classroom projects/reports;
3. Parish activities, such as altar servers, parish choir, ushers, etc.;
4. Attendance at Back-to-School Night;
5. Attendance at New Parent Orientation; and
6. Any job for which a parent is paid or receives tuition assistance.

Article XIV: Parliamentary Authority

Robert's Rules of Order Revised shall govern the HSA in all cases in which they are applicable and in which they are not in conflict with these Policies and Procedures.

Article XV: Amendments

For a Policy or Procedure to be adopted, amended or repealed, it must be approved by the majority of the HSA Board, Principal and Pastor. Proposed changes to the Policies and Procedures must be submitted in writing to a member of the current HSA Board for consideration. The HSA Board will respond on its action to each written request received pertaining to the Policies and Procedures.

Article XV: Funding workshops for St. Andrew's Parents

HSA will allocate funds, not to exceed \$100 per parent, per school year, toward an educational or training workshop that can benefit the children of St. Andrew Apostle School. The purpose of this policy is to allow parents who actively volunteer at St. Andrew's, but are not employed by the school, to receive training in order to assist the teachers, and the administration.

1. Parents eligible for this funding must demonstrate willingness to volunteer in designated school programs.

2. The parent will submit a written request as well as information on the workshop or course at least 6 weeks prior to the beginning of the course.
3. All documentation will be reviewed by the HSA Board, the Pastor, and the Principal.
4. Approval will be announced to the parent within 3 weeks of submission.
5. The parent must be willing to continue to volunteer in the area where they received the training for the remainder of the school year.
6. Time worked will apply towards volunteer hours.
7. The parent will be reimbursed once the program is completed and 15 hours of volunteer hours are met.

Article XVI: Distribution

Policies and Procedures shall be distributed with the August Back-to-School letter from the President. After distribution, Policies and Procedures will be available during the year through the HSA.

Article XVII: Dissolution

In the event that the HSA is dissolved, all assets of the HSA would then become the property of St. Andrew Apostle School and Church.

APPROVED BY:	Signed:
	Date: