



## SAINT JOAN OF ARC PARENT PARTICIPATION PROGRAM (PPP) 2017-2018

Saint Joan of Arc's Parent Participation Program (PPP) is a service hour policy designed to:

- foster involvement of school parents in our school and parish community, and...
- teach our children by example that God's gifts to us are valued, and are returned as time, talent and treasure in service to others.

There are many activities and organizations that make our school and parish communities thrive, each requiring some measure of planning and work. These activities and organizations provide numerous and varied opportunities for parents to be involved while completing required service hours.

The details of the PPP policy are:

- Parents/legal guardians must annually complete a minimum of 20 hours of service per family, or 10 hours of service per single parent/ legal guardian family. The annual cycle begins June 1, 2017 and ends May 31, 2018.
- At the time of registration, each family will submit a post-dated check for June 1, 2018 in the amount of \$100.00. This check will be cashed only if families do not meet the minimum service hour requirement by May 31, 2018.
- Fulfillment of service hours is the responsibility of the parent(s) or legal guardian(s). Service hours performed by other family members (i.e. grandparents, aunts, uncles, siblings, etc.) will not be credited toward a family's parent requirement, but most certainly will be welcomed. **Service hours completed by students DO NOT count toward Parent Participation Program hours.**
- There are many service opportunities available (see attached –also available on Sycamore). One hour worked equals one hour of credit.
- Each family must record their completed parent hours on a Tracking Form (see attached - also available on Sycamore) and submit this form to the school office. Hours can be submitted in increments periodically throughout the year, or all at once when completed. **It is your responsibility to track and report your hours. If you do not fill out your form and return it, you will not receive credit for your hours.**
- Prospective/planned service hours will not be accepted. Only hours that have actually been performed/completed can be submitted.
- Reports will be sent to families 2-3 times during the school year to update them on their progress. If questions or discrepancies arise, the PPP Committee will be responsible for the resolution. Voided checks will be returned to parents/guardians if required hours are completed by the deadline.
- **Safe Environment Training:** The Archdiocese of Omaha requires all adults having contact with children to take Safe Environment Training. This training takes about 2 hours for a 5-year certification. Training times and locations are published on the archdiocese website, [www.archomaha.org](http://www.archomaha.org). If you choose activities that involve working with students, you must complete this training. You will be credited 2 hours toward your service-hour requirement for taking this training.

Questions or unique situations shall be brought to the attention of the PPP Committee via the school office as soon as possible, and will be addressed on an individual basis in consultation with the principal and pastor.

Thank you in advance for your service and contributions to our school and parish community!

In appreciation,

Saint Joan of Arc Parent Participation Program Committee  
Kayleen Wallace, Principal

## Saint Joan of Arc Service Opportunities

Includes time spent in attending meetings, serving on committees, serving/working at group-sponsored events.

<p><b><u>Parish Groups</u></b>          Men's Club          Ladies Guild          Knights of Columbus          Parish Council          Human Needs Committee          Pro-Life Committee          Technology Committee          Funeral Committee          HOPE Committee          Heavenly Dusters          Youth Group          Mowing Teams          Religious Education Teachers          Welcoming Committee          Mass Vocalists/Musicians          Ushers          Greeters          Lectors          EMHC's (Communion Ministers)          Outdoor Grounds Beautification</p> <p><b>(Adoration Hours are excluded from this program.)</b></p>	<p><b><u>School Groups, Activities &amp; Events</u></b>          Board of Education          Home and School          Room Parents          Lunch/Playground Duty          Cafeteria Duty          Robotics Club          Various Field Trips/Events          School Class/Office Volunteer          Various Teacher Celebrations          Baking/Cooking for class parties, teacher celebrations, etc.          Campbell Soup Label, Box Tops, Our Family Chair          Hy-Vee &amp; Bag 'N Save Receipts Chair          First Communion Breakfast (Spring)          8<sup>th</sup> Grade Graduation Celebration (May)          Field Day (May)          Health Screening (September)          Development Dinner (April of even-numbered years)          Casino Night (April of odd-numbered years)          Dodge-Ball/Volleyball Tournament (January – Catholic Schools Week)</p>
<p><b><u>Parish Activities &amp; Events</u></b>          SausageFest (September)          St. Nick Dinner (December)          Knights of Columbus Pancake Breakfasts          Garage Sale (Summer)          Red Cross Blood Drives          Baking/Cooking for food drives, funeral luncheons, priest dinners, etc.</p>	<p><b><u>Athletics</u></b>          Coaching Sports Teams          Concessions/Admissions</p>
<p><b>Special projects, facility repairs, professional expertise, etc. as approved by principal &amp;/or pastor.</b></p>	

**There will be other opportunities that are not listed. Refer questions to the PPP Committee via the school office. To inquire about opportunities with a specific group, committee or event, please contact the school or parish office for more information.**

