I. What is the Home and School Association?

Parent(s)/guardian(s) are a valuable resource within the parish and school community. It is recommended that every school adopt a Home & School Association and that parent(s)/guardian(s) are informed of its existence and guidelines

The Home and School Association is an organization for teachers and parent(s)/guardian(s). It provides parent(s)/guardian(s) an opportunity to contribute to and participate in activities supportive of students and teachers.

A. Primary Purposes:

1. To help parents, school administrators, and faculty develop a mutual understanding and appreciation of each other and the mission of Catholic education in their local elementary school within the Archdiocese of Philadelphia

2. To give parent(s)/guardian(s) and teachers a means of sharing experiences for the benefit of the child, the school, and the home

3. To provide programs and processes that engage school families in spiritual, educational, social, legislative, public relations, service, outreach, and fundraising activities that further the mission of the school

B. Secondary Purposes**:**

1. To offer opportunities for all concerned to understand the Catholic philosophy of education and the archdiocesan school program

2. To offer services and talents to the school (i.e. teachers, administrators, administrating pastor) in order to aid and assist the educational process

II. Organization of a Home and School Association

The Home and School Association cannot function in a school without the active endorsement and direction of the principal and administrating pastor. If this is not present, no attempt to organize a H&S should be made. This organization will operate in a supportive capacity, not as a governing body. In schools that have a Board of Limited Jurisdiction (BLJ), the board functions as the governing body, developing the over-arching strategic plan for the school under which the H&S functions and to whose policies it must adhere.

III. Home and School Association Objectives

A. The objective of the Home and School Association is the advancement of Catholic education and the good and welfare of all school children in the community by supporting and promoting the school.

B. It should also attempt to enhance the parents/guardians' and the teachers' roles by increasing their knowledge of education and its process, by increasing their mutual understanding of the children, and by providing an opportunity for parents and teachers to work together for the good of the child.

C. Finally, it shall act in the promotion of parent/guardian school activities and increase interest in Catholic education and civic affairs.

These objectives may be accomplished through such initiatives as:

- Organizing co-curricular and extra-curricular activities
- Supervising the lunchroom
- Staffing the school library
- Conducting fundraisers
  NOTE: If a BLJ exists, all fundraisers must be in keeping with the board's development plan and are subject to BLJ approval.
- Sharing expertise, hobbies, or experiences with students at the invitation of teachers
- Gather information or share ideas regarding policies
- Coordinate parental assistance/volunteers
- Offer education for parents, families (e.g. guest speakers)
- Organize political action (e.g. EITC support, need for crossing guard)

IV. Home and School Association Regulations

A. Promotes strong links between families, schools, and parishes by providing resources that strengthen the participation, involvement, and engagement of all parents/guardians in our elementary schools.

B. Works with school administration to promote, organize, and direct parental support to the school through specific initiatives. Provides opportunities for parents/guardians and teachers to work together.

C. Act in the promotion of parent/guardian-school activities and to increase interest in Catholic education and civic affairs among its members.

D. If a Board of Limited Jurisdiction (BLJ) is in place, the Home & School Association works collaboratively with the BLJ to avoid unintentional parallel efforts.

1. Any fundraising activities must be planned be consistent with the goals, policies, and budget set by such board and school administration. All such activities must be approved by the BLJ.

2. An active member of the Home & School Association may serve on the BLJ (as part of the allowable 20% parent membership) and would ideally serve on the BLJ Development Committee. Conversely, a BLJ member should attend Home & School meetings to ensure consistent two-way communication.

E. All parents/guardians of current elementary students are de facto members of their school's Home & School Association and should be encouraged to participate. If there are any associated membership fees (which is a local school decision) should be included in the itemized school fee list. Voting (for both officers and initiatives) is open only to dues-paying members.

F. Both principal and participating pastor are signatories on the H&S bank account, if separate from school account. Such account must use the school's tax ID#.

1. membership dues and in-school funds acquired through Home and School activities make up the Home and School Treasury

2. Expenditures may be approved by the Executive Committee without the vote of the membership. Any expenditure voted by the membership must have had prior approval by the Executive Committee.

3. The archdiocese strongly recommends that all checks and other disbursements from the Home & School organization be generated by the school bookkeeper. At a minimum, an itemized record of receipts and expenditures should be filed in the school office periodically (monthly, quarterly, or annually) and made available upon request of the principal and/or pastor.

4. Copies of the treasurer's report shall be provided on a quarterly basis to principal, administrating pastor, and, if applicable, BLJ leadership (as designated). An annual treasurer's report shall be made available to the full membership.

5. Fundraising activities shall be undertaken only with the consent and approval of the administrating pastor and/or principal. If a BLJ exists, the activity must be pre-approved and in keeping with the overall development plan of the board. These monies shall be expended only with the approval of the pastor and principal.

G. Officers:

1. Officer terms are two years, limited to no more than two consecutive terms.

President: presides at all meetings; appoints special committees; ex-officio member of all committees; shall receive notice of all meetings.

Vice-President: performs above duties whenever the president is absent; shall assume the duties of that office until the next election if the office of president becomes vacant prior to the end of term.

Secretary: takes minutes at all meetings and maintains record of such; shall send notices of regular meetings to members prior to said meetings.

Treasurer: receives all dues and other monies and shall make disbursements only as directed by the Executive Committee; shall make a verbal financial report at each general meeting in addition to detailed written report. This shall be examined and certified by the Audit Committee of the H&S.

H. Elections

1. Nominations for officers shall be made by nominating at least three members who are vetted and approved by the Executive Committee at least two months previous to the May/June election meeting.

2. The names of candidates for each office to be filled should be read. Additional nominations may be made from the floor at the nominating meeting. The consent of all nominees must have been obtained.

3. Voting shall be by secret ballot by dues-paying members.

I. Committees

1. Executive

a. Officers (as outlined above), principal, participating pastor;

b. no parent, who is also a teacher at the school, may serve on the Executive Committee

c. a quorum shall be a majority of the committee members

d. meetings shall be held at the call of the president or any three members of the committee

e. shall have the right to fill any and all vacancies among the officers of the association, subject to subsequent approval of the membership

f. shall have the right to add or delete permanent committees, and shall have the power to appoint temporary chairpersons.

2. Other committees may be formed ad hoc or on a temporary, as-needed basis. Suggestions include Audit, Fundraising, Activities, Event

J. General Membership Meetings

1. There should be at least four general meetings per school year.

2. The election meeting shall take place at the last business meeting of the school year (May or June).

3. At a regularly scheduled meeting of the membership, those present constitute a quorum.