

22-23

Holy Spirit Catholic School



# DIP GUIDELINES



# PIP Guidelines

## **PURPOSE:**

The Parental Involvement Program (PIP) is one of our school's primary source of funding and provides many necessary functions that help keep our school running. The Advisory Board, PIP Coordinator and Principal will provide oversight of this program. The Home and School Association, with the help of the PIP program, hold fundraisers and provides a variety of services to the school and its staff. In addition to the financial benefits (helping to keep tuition affordable), the PIP program also allows families the opportunity to interact with their children, the teachers and administrators. It is truly a blessing to both the children and their family.

## **PIP COORDINATOR:**

The PIP Coordinator is a non-voting member of the Advisory Board appointed by the Superintendent and Principal. Duties include but are not limited to: provide monthly report to the Advisory Board regarding PIP hour status, prepare & distribute monthly family PIP sheets, collect PIP sheets from all fundraisers and the office and provide event coordinators with a list of family names currently in need of hours.

## **REQUIREMENTS:**

Each registered family is required to perform a certain number of involvement hours per PIP year. A PIP year begins May 1st and ends April 30th of the following year.

The number of hours each family is required to perform is based on the age of the oldest enrolled child. Families of pre-kindergarten children must perform 20 hours per PIP year **or** pay \$25.00 per hour (\$500.00). Families, whose oldest child is in kindergarten through sixth grade, must complete 35 hours **or** pay \$25.00 per hour (\$875.00). Families may designate people, from outside the school, to work in their place. Such designates are subject to the same rules and requirements as the family themselves. Children enrolled in the Holy Spirit Catholic School are not eligible to earn PIP hours.

In lieu of working the assigned PIP hours, families may purchase said hours at the rate of \$25.00 per hour at the time of registration or set-up a payment plan. At the close of the PIP year, April 30, any PIP hours not completed, will be charged at the \$25.00 per hour rate. A statement will be generated to notify you of the charges. The balance due must be paid in full by May 15th to avoid collections.

## **SPECIAL CONSIDERATIONS:**

Some families have special challenges that may prevent them from being able to perform the hours or pay the rate. Those who believe that their circumstances warrant a reduction in required hours may request to meet with the Principal and the PIP Coordinator who will decide on a case-by-case basis. All such discussions will be kept confidential and adjustments may be made where the situation warrants. Where circumstances arise during the year that prevents a family from completing their PIP obligations, immediate notification to the PIP Coordinator and Principal is required.

## **PROCEEDS:**

Funds collected from events and PIP payments are deposited into the Holy Spirit Catholic School account. The association uses some of the proceeds for activities, throughout the year but donates much of them back to the Holy Spirit Catholic School.

## **SAFE ENVIRONMENT TRAINING:**

It is of utmost importance to ensure the safety of our children and the integrity of our association. As such, ***it is a requirement of the Diocese of Cheyenne that all people who intend to work directly with the children must attend the Safe Environment Training, which includes a class and a background check.*** The Holy Spirit Catholic School will pay for two background checks. If additional people wish to have the training and background check, it is available to them at their own cost. Please contact the school office for directions or times.

## **ROOM CAPTAINS/CO-CAPTAINS:**

Room Captains/Co-Captains are responsible for the planning and organization of three classroom parties (Halloween, Christmas and Valentine's Day). The Captain/Co-Captain is not required to attend all or any of the parties provided that other parents are available to help. The Captain receives 5 PIP hours or 2.5 if split with a Co-Captain. The teacher may ask the Captain to help organize other activities such as auction projects.

## **BOARD MEMBERS:**

***Home and School Board:*** Board members are exempt from earning PIP hours but are required to attend all meetings and participate in functions. The hours that are related to meetings and functions may not be donated. If Board members choose to work hours outside of those required, (i.e. library, lunch, parking, etc.) the hours can be donated within the guidelines set forth in the donation section.

***Advisory Board:*** Members of the "Holy Spirit Catholic School Advisory Board" are not exempt from earning PIP hours nor are they required to attend functions. Members may submit a meeting roster and receive hours for the meetings they attend. Any hours related to advisory board meetings may not be donated.

## **COMMITTEES AND SUB-COMMITTEES:**

Family members who join committees and sub-committees may receive PIP hours for time spent attending meetings and working the same.

## **PROCEDURE AND RECORD KEEPING:**

***Recording PIP Hours:*** Each family member who performs PIP hour work is required to record their hours within ***two weeks*** of completion. There are three ways that hours can be recorded:

1. In the PIP book at the HSCS office or at the event.
2. Online at <https://www.rshscs.com/pip-hours.html>, fill out the form as directed, and click submit.
3. On the PIP forms that are included with your back to school packet and available at the office.

Those who are completing or intend to complete PIP hours may not pre-sign the book. Please record PIP hours by one method. **DO NOT** duplicate.

***Completing PIP Forms:*** PIP forms must be filled out completely with an accurate description of the PIP completed, and the date and time in which the PIP occurred.

***Event Coordinators:*** Those in charge of events must contact the PIP coordinator prior to the function to get an event packet and a list of parents in need of PIP hours. The coordinator is responsible for verifying each person who worked the event by initializing the form and for turning the completed packet in to the PIP Coordinator in a timely manner. The event coordinator is not responsible for recording the names of the people who work.

### **DONATION (GIFTING) OF HOURS:**

Families that have completed their PIP requirements may donate their additional hours to other families (up to 5 per family). Those receiving donated hours may not receive more than a total of 5. Donated hours must comply with the rules from other sections of these guidelines.

### **PIP OPPORTUNITIES:**

There are a wide variety and lots of opportunities to earn PIP hours through a school year. There may be more or different functions from school year to school year. The Home and School Associate Board and or PIP Coordinator will make these functions known to you at the beginning and throughout the school year.

The following activities are opportunities to earn PIP hours:

- Attending monthly Home and School meetings (one hour per family per month)
- Parking Duty
- Welcoming/Orientation
- Various duties for school office and teachers (upon request of teacher or school staff)
- Library Duty
- Homeroom Captain/Co-Captain
- Field Day Activities
- Third party fundraising (Box Tops, Campbell Soup Labels, and Tyson A+ labels)
- Rummage Sale (Fall/Spring)
- Cookie Dough Fundraiser
- Fall Festival
- Santa's Secret Shop
- Breakfast with Santa
- Bake Sale
- Bingo
- Spring Fundraiser
- Book Fair
- Golf Tournament
- Catholic School Week Activities
- Lunch Room Duty
- Miscellaneous: Approved by Principal and Coordinatory

### **COLLECTION:**

All hours that remain un-worked at the end of the PIP year are subject to a charge of \$25.00 per hour. A bill will be sent out for the balance with the final PIP statement. The family will have until May 15th to pay. Any amount due after May 15th will be subject to collection proceedings.

If collection proceedings are brought, it is possible that in addition to paying any outstanding debt, costs of prosecution and statutory interests rates may be imposed.

### **AGREEMENT AT REGISTRATION:**

All terms and provisions above must be read and agreed to at the time of registration.