



## ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue  
Port Coquitlam, BC  
V3B 8G7

### PARENT PARTICIPATION POLICY - NEW

#### PROGRAM OVERVIEW

The Parent Participation (PP) Program is an important dimension of the operation of Archbishop Carney Regional Secondary School (ACRSS). The purpose of this program is to foster a spirit of community and pride among Carney families and provide tangible economic benefits to the school.

The ACRSS Regional Education Committee Parent Participation subcommittee is responsible for managing the program policy and processes.

#### **FAMILY COMMITMENT**

At the time of annual registration, parents must choose one of the following options:

1. Participating Family
2. Non-Participating Family
3. Exempt (CISVA)
4. Special Exemption

Each of these options is described in more detail below.

1. **Participating Families** agree to:

- Fulfill a minimum of 40 hours of participation activities for the school year (fiscal school year is July 1st to June 30th).
- Take personal responsibility to abide by the expectations of the program as set out in this policy.
- Pay the penalty for any missed shifts or hours not worked.

2. **Non-Participating Families** are those who do not wish to commit to active involvement in the program. These parents agree to:

- Pay an annual Non-Participation Fee, which will be stated on the registration package as determined by the Regional Education Committee (REC).

### **3. Exempt (CISVA)**

- As per CISVA policy, full-time CISVA teachers with children attending ACRSS are exempt from the Parent Participation Program. Part-time teachers are exempt from the minimum requirement on a pro-rated basis.
- Full-time non-instructional staff members of ACRSS are exempt from the Parent Participation Program provided they contribute to the extra-curricular activities of ACRSS. Part-time non-instructional staff members are exempt from the minimum requirement on a pro-rated basis provided they contribute to the extra-curricular activities of ACRSS.

### **4. Special Exemption**

Extenuating circumstances, such as health or family situations, may qualify a family for a partial or full exemption from the PP Program. Application for exemption must be made in writing to the REC Parent Participation subcommittee ([pp@acrss.org](mailto:pp@acrss.org)) at the time of registration or immediately when a situation occurs. Exemptions will be evaluated on a case-by-case basis. Any exemption approved in one school year does not carry forward to the next school year and must be applied for each new school year.

## **PARTICIPATING FAMILIES - DUTIES AND RESPONSIBILITIES**

At the time of registration, parents will:

- Indicate their preference for participation categories.
- Complete the Authorization for Pre-authorized Debit (PAD) form that allows the school to charge for missed shifts and hours not completed

Participating Families will fulfill their program obligation by volunteering for at least 40 hours in one or more of their assigned categories.

- New families to ACRSS must complete 10 hours in either the custodial or traffic patrol categories.
- All hours worked will only be credited to the school year in progress. Hours will not be carried forward to the next school year.
- School aged (or younger) children will not be permitted to accompany their parent(s) on any PP work.
- Adult children 19 years of age or older will be permitted to assist a parent in doing PP work.

## **MISSED SHIFTS AND HOURS NOT COMPLETED**

### Missed Shifts:

Fees for missed shifts will be billed monthly. These are shifts in any category that a parent has been assigned and accepted but did not attend the shift(s) without good reason.

- The fee is \$25/hour for missed shifts. For example, a parent who misses a 2-hour shift would pay \$50.

- To be considered for a missed shift exemption, parents will need to send an email to their category manager and the REC parent participation subcommittee explaining their case. Requests for exemption will be reviewed by the PP subcommittee and approved on a case-by-case basis.
- Once the payment has been made for the missed shift, the parent will be credited as if they worked those hours. For example, when the \$50 fee for a 2-hour missed shift is made, the system will put 2 hours towards the 40 hours required. This is to ensure that any missed shifts that have been paid are not additionally billed as 'hours not completed' at the end of the year.

#### Hours not completed:

At the end of the school year, parents will be charged \$25/hour for hours not worked. For example, if a parent only worked 35 hours, they would need to pay a fee of \$125.

### **CATEGORIES**

This section provides descriptions of categories in the Parent Participation program and indicates the expected level of commitment from participating parents, which may vary from category to category.

For categories requiring a full-year commitment (September to June), participants will be guaranteed to be offered 40 hours within that category. You will need permission from the PP subcommittee to change categories (email: pp@acrss.org).

For categories that do not require a full-year commitment, participants will not be guaranteed to be offered 40 hours. Parents are responsible for looking for other volunteer opportunities throughout the year to meet the required hours.

For returning families, continuation of your duties from the previous school year is not guaranteed. Changes may be made in assignments to better use the talents and interests of the different school families, and also to give other families a chance to participate in those duties.

#### **Cafeteria Assistance**

Participants will assist in the preparation and serving of food, as well as kitchen and cafeteria clean-up. Parents will commit to a set schedule of working 5 hours every 4 - 6 weeks.

*A school-year commitment is required.*

#### **Custodial Assistance**

Parents will assist in the general clean-up of the school. Duties may include dry mopping, vacuuming, cleaning, dusting, and emptying garbage. There is no bathroom cleaning. Work is done in the evenings. Parents must begin their shift between 4pm and 7pm. Participants will commit to a set schedule of about 2 hours bi-weekly or 4 hours monthly.

*A school-year commitment may be required.*

## **Traffic Patrol**

Parents will work in either the drop-off area in front of the school or at the street crossing assisting students' safe crossing. Work is done in the mornings before school starts and/or in the afternoon after school.

*A school-year commitment may be required.*

## **Repair and Maintenance**

Parents will be completing various tasks that will vary depending on the needs of the school. Examples include:

- Grounds: landscaping, lawn care, field upkeep or other related tasks
- Manual Labour: Various school maintenance duties and special projects

*A school-year commitment is required.*

## **Fundraising**

The main fundraising events include Walkathon, Garage Sale, and Christmas Craft Fair.

- a. Leadership positions are needed to plan, organize, and keep records of various fundraising events. *Some of the lead positions may require more than a 40-hour commitment.*
- b. Other volunteer positions are needed to carry out the many general duties in the running of the various fundraising events. Qualifications and scheduling will vary depending on the needs of the event. Parents may choose from a variety of fundraisers scheduled for the year. *Commitment to attend scheduled shifts and carry out assigned duties is required.*

Excluded: fundraising activities for individual groups and/or teams are not eligible for Parent Participation hours unless an exception has been made by the REC Parent Participation subcommittee.

## **Catering**

Participants will help with food preparation, serving and cleanup for various school events. Schedule of events will vary year to year.

*Commitment to attend scheduled shifts and carry out assigned duties is required.*

## **ACRSS Regional Education Committee (REC)**

Parents who are elected or appointed to the REC (by their Parish priest) will receive participation hours for committee and sub-committee duties.

*A 2-year commitment is required for REC members, per CISVA policy.*

## **PSG (Parent Support Group)**

Parents elected to the PSG will receive participation hours for committee and sub-committee duties. The mandate of the PSG is to apply for gaming funds received from the BC Government and to administer those funds. Executive positions are voted in at an annual meeting in May of each year.

*A school-year commitment is required.*

## **LIMITED CATEGORIES**

This work is done to assist with small groups, teams, etc. Requests for work in these categories typically come from school office staff. These categories will not be listed on the parent participation preference form as they arise via school office staff invitation only. Requirements for the limited categories will be reviewed by the REC parent participation subcommittee.

As per CISVA policy 425, if the position involves directly working with students, the volunteer will need to get a criminal record check.

Examples include:

- Fine Arts Assistance
- Athletic Department Coaching
- School Clubs
- Graduation and Dry Grad
- Fieldtrips
- Driving
- Student Supervision

## **PARTICIPATING FAMILIES- HERE'S HOW IT WORKS**

- At the time of annual registration, parents will specify which categories they would like to participate in. There is no guarantee of what category you will be assigned to.
- The Category Manager for that event(s) that you have been approved for will contact parents via email to confirm their participation details (ex. date, time, duties)
- Parents are responsible for signing in and out when they volunteer so that their hours can be recorded.
- Parents are responsible for keeping track of all hours worked for potential verification purposes
- If participation activities do not provide 40 hours, parents are responsible for 'topping up' their hours in another category. The contact information for Category Managers can be found at:  
<https://www.acrss.org/pp>
- Parents should carefully monitor the school website and emails for specific information about available PP work and volunteer opportunities that arise throughout the school year
- Any questions regarding the Participation Program or fundraising events can be directed to the Parent Participation email: [pp@acrss.org](mailto:pp@acrss.org)